1. DEPARTMENTAL POLICY SYSTEM
(July 2026)

I. POLICY

The Departmental Policy System was established to ensure that the governing policies of the Department are readily accessible, concisely stated, and current.

Employees are legally and ethically obligated to comply with lawful orders, as well as all established Departmental directives, to include general orders, standard operating procedures, and special orders. Employees are also obligated to comply with statutory laws, to include Federal and State laws, Prince George's County Code Ordinances, Administrative Procedures, and Personnel Law.

II. CHECKLIST (N/A)

III. DEFINITIONS

General Orders: Issued by authority of the Chief of Police, general orders are written directives that concern policy, rules, regulations, and procedures affecting one or more organizational components. General Orders are maintained in the General Order Manual.

Standard Operating Procedures (SOP): Approved by the Chief of Police, standard operating procedures are written directives that are specific to a given office, division, section, or unit, rather than to the entire Department. Copies of all SOP's are maintained in the Planning and Research Division (PRD) for reference by members of the Department.

Chief's Special Orders (CSO): Directives of limited duration or those pertaining to the Department as well as other agencies of Local, State, or Federal Government.

IV. FORMS (N/A)

V. PROCEDURES

1. Authority of the Policy System & Applicability of its Provisions

Authority
(CALEA 12.2.1.b & c)

Only the Chief of Police has the authority to issue, modify, or approve Departmental written directives.

Resolving Conflicts
(CALEA 12.2.1.i)

Prior to the publication of a new or revised policy, procedure, rule, or regulation, a review will be conducted by the Planning and Research Division (PRD) to remove any contradictions with current Departmental written directive or applicable laws.

If a provision of a regulation, Departmental directive, rule, or procedure conflicts with a provision of an existing labor agreement, the labor agreement prevails, except where the labor agreement provision conflicts with an applicable statute.

If any policy is determined to be illegal, incorrect or inapplicable, such findings shall not affect the validity of the remaining portions of the policy system.

When provisions of a Standard Operating Procedure conflict with the General Order Manual, the provisions of the General Orders take precedence. Portions not

addressed by the GOM remain in effect when no conflict exists.

Applicability – All Employees

All employees shall be conversant with, and conform to, applicable provisions of the policy system. Off-duty employees performing any function governed by policy shall comply with the same provisions as on-duty employees.

Applicability – Officers

Officers shall be fully knowledgeable in those policies governing:

- Detainee handling
- Use of force
- Use of weapons
- Vehicle pursuit and roadblocks

Information Sources

Many policies are summaries of legal or administrative sources such as:

- Prince George's County Code
- County Administrative Procedures
- Court rulings affecting police operations
- Procedures of other agencies that affect the Department
- Rules promulgated by regulatory agencies such as the Equal Employment Opportunity Commission (EEOC)
- The Supreme Court of Maryland
- The Attorney General of Maryland
- State and Federal laws

Where applicable, the principal source document is identified below the section heading in smaller text. The reader may consult the complete source for additional information.

2. General Order Manual

(CALEA 12.2.2.b)

The General Order Manual (GOM) is the primary policy manual of the Prince George's County Police Department and contains policies that are broadly applicable to the entire Department. All General Orders are established, revised, and approved by authority of the Chief of Police. Unless otherwise indicated, all General Orders apply to all Department employees.

A master copy of the General Order Manual is maintained at PRD.

A redacted version of the GOM is available online and accessible to the public on the County's website. An unredacted version of the GOM is stored on the shared drive and is accessible to all PGPD employees. Portions of the unredacted version of the GOM contain sensitive information which could compromise officer safety and/or ongoing investigations. The unredacted GOM shall not be disseminated outside PGPD, either electronically or in hard copy, without authorization from the Chief of Police.

Values and Mission Statement

(CALEA 12.2.1.a)

The Department's written directive system shall include its values and mission statement.

Organization of Manual

The GOM is organized into two volumes:

- Volume I - Administration
- Volume II - Operations

Format

(CALEA 12.2.1.d, f, g, & h)

Each General Order is assigned a chapter number and is arranged in a standard outline format. Using Roman Numerals, every General Order is divided into six basic sections, as follows:

- Section I is the ***Policy*** statement, which is a synopsis of the Department's philosophy regarding the topic that the General Order addresses
- Section II is a ***Checklist*** that the reader can use as a guide to ensure that certain duties are accomplished, notifications made, forms completed, etc.
- Section III is a list of ***Definitions*** and contains the pertinent or qualifying terms alluded to in the chapter
- Section IV is the list of ***Forms*** described in the directive
- Section V is generally the largest and most comprehensive section of the directive and is known as ***Procedures***. The Procedures area of each General Order lists or describes step-by-step instructions for complying with Department requirements, as well as Department rules and regulations
- Section VI lists the ***Governing Legislation and References*** that were researched for the General Order

Each major topic within the General Order is in large print, underlined, and numbered. Each sub-topic is in smaller print, italicized, and unnumbered.

Indexing, Purging, & Archiving

(CALEA 12.2.1.a &c & 12.2.2.a)

Directives are placed in the GOM by chapter number. When a new directive is issued, it shall be inserted into the appropriate section of the General Order, and when revisions occur, the entire old chapter will be removed and replaced with the updated version. The old written directive will be destroyed by shredding or burning.

Outdated or cancelled written directives, will be archived in a physical and/or electronic storage system.

Revision of a General Order

(CALEA12.2.1.e)

The creation of a General Order must follow a specific process to ensure the integrity and consistency of the Manual. PRD shall use the following procedures when creating a General Order:

- Identify the topic to be addressed by the General Order
- Research the topic to determine current best practice(s)
- Consider all applicable directives and/or agreements (e.g., DOJ MOA/Consent Decree, CALEA standards, etc.)
- Draft the General Order
- Submit the draft to appropriate subject matter experts within and outside the Department
- Revise the original draft, if necessary
- Submit the draft to the Office of the Legal Advisor to ensure that the proposed policy is compliant with Local, State, and Federal laws
- Revise the draft into the finalized General Order
- Submit the finalized General Order to the Chief of Police for review and approval

Distribution of the Manual

(CALEA 12.2.2.b & c)

PRD issues copies of the GOM to all full-time PGPD members, as follows:

- Student officers receive their manuals during their course of instruction at the Training & Education Division
- Civilian employees receive their manuals at the PGPD New Employee Orientation and Training session

Recipients shall sign receipt forms to acknowledge receiving, and responsibility for knowing, General Orders, when:

- Initially issued a GOM
- Receiving a replacement GOM
- Receiving a new or newly revised directive

Updated general orders are available to all employees on SharePoint.

Maintaining the Manual

Commanders/Managers or their designees shall maintain and update all copies of the GOM assigned to their command.

Employees shall maintain and update the GOM issued or assigned to them. When an employee receives notice of revisions, they shall immediately and properly dispose of the directive being replaced and insert the revision in its place.

To ensure that employees maintain an accurate and current GOM, supervisors shall conduct inspections of their subordinates' GOMs every January and July, unless more frequent inspection is necessary. When Supervisors become aware of updates, they shall notify their subordinates during roll call, staff meetings or other appropriate times, to ensure they are aware of the updates.

When disposing of a directive that has been revised or replaced, employees must remember that some directives contain sensitive information. Therefore, employees shall destroy by shredding or burning the old directive in a manner that prevents disclosure outside PGPD.

Revisions & Modifications

Employees may submit suggestions for revisions to the GOM to their Commander/ Manager, who shall forward those suggestions to the Commander/Manager, PRD. Suggestions may be submitted to PRD through email at, Police_Planning@co.pg.md.us

To ensure that the GOM contains best practices and the most up-to-date information, any employee may contact PRD directly to report errors or obsolete material.

Identification of Revisions

As revisions are made in the various chapters of the GOM, each is reviewed for accuracy. When there is no change to the chapter, the date will remain the same. The only time that dates change in the manual is when the policy or information is changed or updated.

3. Standard Operating Procedures (SOP)

Whenever any component makes changes to their SOP, it shall be forwarded to PRD for approval by the Chief of Police. Once approved, the signed original shall be kept at PRD and a copy shall be forwarded to the submitting component. The submitting component shall forward an electronic copy to PRD, once they have received the approved copy.

Format

Standard Operating Procedures (SOP) generally use an outline format and may be numbered to meet the needs of the component to which the SOP pertains. They are specifically designed and written to cover procedures for carrying out particular activities.

4. Chief's Special Orders

Chief's Special Orders (CSO) are:

- Internal policies and directives that are expected to be limited in duration and not appropriate for inclusion in the GOM (for example a recall on a piece of equipment or vehicle), or
- Policies and directives that are applicable to both the Department and other components of Local, State, or Federal Government (for example the Prince George's County Emergency Operations Plan)
- Internal policies and directives that are appropriate for inclusion in the GOM but require immediate notification to employees, which cannot be delayed until routine updates are released

Chief's Special Orders are released through PRD, tracked, and archived by:

- The year in which they were implemented
- The order in which they were promulgated

For example, the first CSO distributed in 2026 will be #26-001.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Maryland HB 1016

- Commission on Accreditation for Law Enforcement Agencies, Standards 12.2.1, 12.2.2

2. ADMINISTRATIVE HEARING BOARDS

(October 2026)

I. POLICY

Unless a sworn employee is convicted of a felony in a court of law, or certain misdemeanors, it is the policy of the Department to provide every sworn employee, accused of misconduct, a hearing so that the employee may respond to the allegations and present their perspective.

II. CHECKLIST (N/A)

III. DEFINITIONS

Administrative Hearing Board (AHB): An administrative body that conducts hearings concerning charges that have been sustained against sworn employees, determines findings of fact, and makes discipline recommendations to the Chief of Police

Administrative Charging Committee (ACC): The civilian board that reviews the findings of administrative investigations conducted by the Department and makes recommendations of discipline in accordance with MPCTC Statewide Police Disciplinary Matrix

Police Accountability Board (PAB): The civilian board that receives complaints of police misconduct filed by members of the public, appoints civilian members to the charging committee and trial boards, reviews outcomes of disciplinary matters considered by the charging committee, and makes recommendations on changes to policy that would improve police accountability in the County. PAB holds quarterly meetings with the Chief of Police and County Executive

Two-Party Consent: All parties to a conversation must give approval before the conversation can be recorded

IV. FORMS

- Report of Investigation (PGC Form #67M)
- Suspension Property Checklist

V. PROCEDURES

Administrative Hearing Boards (AHB) are quasi-judicial proceedings and shall be conducted according to Maryland Annotated Code, Public Safety Article § 3-101-114. They are open to the public, except in such cases where the personnel information or identity of employees is deemed sensitive or may place them in danger. Any determination to close the AHB shall be that of the AHB Chairman. The chairman of the AHB shall exclude disruptive persons from attendance.

While Administrative Hearing Boards are open to the public, the taking, recording, or transmission of photographs, videos, or other visual images and/or audio by cell phone or any other device is prohibited. Maryland is a two-party consent state. Recording audio without consent is a violation of Article 10-402 and is an arrestable offense. At the discretion of the AHB Chair, anyone suspected of violating this restriction may have their electronic device confiscated and will be removed from the proceeding.

The rules of evidence used by the Courts need not be strictly followed. Hearsay evidence may be introduced for its probative value.

Any decision, order, or action taken as a result of the hearing shall be in writing and accompanied by findings of fact, which shall consist of a concise statement regarding each issue in the case. AHB findings and discipline recommendations shall be forwarded to the Commander, IAD who shall forward them to the Chief of Police. for review.

A copy of the AHB's determination, accompanying findings, and conclusions, with recommendations for action shall be delivered or mailed promptly to the respondent or their representative.

1. Respondent Privileges

The respondent's appearance before an AHB is optional. The respondent officer shall be notified in writing of the AHB and the charges to be presented no less than 30 days prior to the hearing.

Within three working days of service, the respondent shall advise the Commander, IAD, whether they wish to appear before the AHB in their defense. If they do not wish to appear, they must sign and forward a waiver to the Commander, IAD.

The respondent has the right to be represented by an individual of their choosing. The respondent, or the representative, may call defense witnesses and cross-examine prosecution witnesses. A respondent may request to waive their right to an AHB and be disciplined by the Chief of Police directly. Approval of the waiver is at the discretion of the Chief who may mandate an AHB, even if the respondent chooses not to attend.

2. Appearance at Boards

Notice to appear before an AHB is a direct order. Failure to appear is insubordination.

Upon appearance, any employee who disobeys a direct order to testify specifically, directly, and narrowly to the facts at issue before the AHB may be suspended and charged with insubordination.

Officers appearing before the administrative hearing board on behalf of the charged officer or in a personal capacity, i.e., providing character testimony or other position that is contrary to the County or the Department, shall not appear in uniform.

Witness Fees

Witness fees, mileage, and expenses incurred to secure the attendance of witnesses, or their testimony shall be itemized and paid by the Department according to the criteria used by the Circuit Court.

Commanders/Managers may require that a copy of the summons be attached to the Compensation Request Form.

Applications for witness fees are available through the Fiscal Management Division (FMD) and must be validated by the AHB Chairman.

Continuances

Requests for continuances must be made in writing to the Commander, IAD, no less than 72 hours prior to the hearing. Emergency requests shall be honored without regard to this provision.

3. Weapons

Respondents shall not possess weapons during administrative proceedings.
The chairman of the AHB is responsible for security of the proceedings.

4. IAD Responsibilities

(Internal Affairs Division SOP)

The Commander, IAD, will designate an AHB Coordinator who shall:

- Serve as the point of contact for all parties to the proceeding
- Oversee the decorum of the AHB
- Effect witness's appearance
- Notify the parties as appropriate
- Coordinate the collection and dissemination of documents
- Monitor the selection of the board member of equal rank

5. AHB Coordinator

The AHB Coordinator shall report to the Commander, IAD and is responsible for coordinating AHBs. The coordinator shall:

- Prepare and disseminate necessary documents to facilitate the AHB process
- Coordinate the scheduling of pre-trial conferences and hearings to ensure necessary accommodations, equipment and personnel are available
- Act as the Departmental liaison and assist during the hearing process
- Monitor cases with sustained findings through final disposition
- Provide timely updates to the Inspector General, Commander, IAD, and the Police Accountability Board regarding status of sustained cases in the hearing board process

6. Duties of the AHB Chair

The Chair presides over the AHB and is responsible for ruling on procedural questions and objections raised by either party, as well as determining the acceptability or relevance of evidence presented. The Chair shall notify the Chief of Police, in writing, of the Board's findings, recommendations, and vote.

7. Duties of Board Members

All board members shall participate in deliberations to determine a verdict and recommendation. Majority opinion shall prevail.

8. AHB Membership

The Trial Board shall be composed of:

- An actively serving or retired administrative law judge or a retired judge of the district or circuit court, appointed by the Chief Executive Officer of the County, shall be the Chair of the Trial Board
- A civilian who is not a member of an Administrative Charging Committee or the Maryland Police Training and Standards Commission, appointed by the County's Police Accountability Board
- An officer of equal rank appointed by the Chief of Police (who has completed the mandatory MPTSC training)

The Chief of Police will choose the officer of equal rank by lottery. Five names will be randomly selected:

- A primary officer of equal rank
- Four alternate officers of equal rank

The respondent, or representative, and the Commander, IAD may strike one name from the officer of equal rank list for any reason.

The respondent, or representative, and the Commander, IAD may strike additional selections for just cause. Explanations shall be provided to the AHB Coordinator who shall document the reason(s) and then approve or deny the strike.

Order of Presentation of Evidence

- Presentation of prosecution's case
- Cross-examination by defense
- Examination by AHB members
- Presentation of defense's case
- Cross-examination by prosecution
- Examination by AHB members
- Summation by prosecution
- Summation by defense
- Final rebuttal by prosecution

Deliberation by the Board

Deliberation leading to a finding of fact by the Board shall be done in a closed session and shall not be a matter of record.

Degree of Proof

The standard of proof when determining guilt or exoneration shall be a preponderance of the evidence.

A preponderance of evidence is the belief that it is more likely than not that the event occurred. Expressed numerically, the preponderance of evidence would be 51% on a scale of 1-100. In determining the preponderance of evidence, it must be weighed against the character of the witnesses, the nature of the evidence, and the probabilities of its truth when tested by the experience of an average individual.

Violations of administrative regulations are by no means the same as violations of criminal law, which may lead to the loss of life or liberty. The serious nature of the penalty for criminal violations requires proof beyond a reasonable doubt.

Violations of administrative regulations can result, at most, in termination of employment. Due to the lesser nature of the potential consequences, the standard for conviction in an AHB is the preponderance of evidence.

Chief's Discipline Recommendations

The Chief of Police may offer the same discipline that was recommended by the Administrative Charging Committee (ACC) or a higher degree of discipline within the applicable range of the disciplinary matrix, but may not deviate below the discipline recommended by the ACC.

Though the Chief may increase discipline from that recommended by the ACC, the Chief is not authorized to deviate from the disciplinary actions and findings of the Administrative Hearing Board (AHB).

Administrative Hearing Board Decisions, Appeals, and Finality

Within 45 days of an AHB proceeding, the AHB will issue a decision containing findings of fact, conclusions, and recommendations. The officer may accept the AHB decision or, within 30 days after the date of issuance, may appeal the decision to the Circuit Court for Prince George's County, Maryland. If the officer does not appeal the AHB decision, the decision is final.

Recommendation for Termination

If the AHB recommends that the respondent's employment be terminated, the respondent's police powers shall be suspended, and the respondent shall be

placed on administrative leave. An IAD officer shall recover all equipment listed on the Suspension Property Checklist from the respondent.

Department-wide notification regarding the respondent's suspension shall be made under the authority of the Commander, IAD. All letters of termination shall be prepared and served by IAD at the direction of the Chief of Police.

Appeal to the Circuit Court

If the respondent wishes to appeal the AHB's decision to the Circuit Court, the Commander, IAD, shall be notified within 30 days. The respondent must comply with court rules to effectuate an appeal. An AHB decision that is not appealed is final.

9. File Expungement

A record related to an administrative or criminal investigation of misconduct by a sworn officer, including IAD files, AHB records, and records related to disciplinary actions may not be expunged or destroyed by the Department.

10. Infractions – Category A Through D

Within 15 days after the Administrative Charging Committee issues charges in an administrative investigation, the Chief of Police shall offer the discipline to the respondent. The Chief of Police may offer the same discipline recommended by the ACC or a higher degree within the applicable range of the disciplinary matrix. However, the Chief may not deviate below the recommended discipline. The respondent shall be notified in writing of the:

- Specific charges
- Proposed disciplinary action
- Appeal procedures
- Scheduled AHB, if appropriate

The employee may accept the proposed disciplinary action or have the case heard by the AHB.

Within 10 working days of service, the respondent shall notify IAD whether they wish to accept the recommended discipline or request that the case be heard by an AHB. The respondent shall also advise whether they want to appear at the hearing.

A respondent requesting a hearing must submit the request in writing. Upon receipt, the investigator shall forward the entire case through the chain of command to the Commander, IAD.

11. Infraction – Category E Through F

All sustained Category E through F violations should be heard by an AHB. The Department shall inform the respondent, in writing, of the specific charges and recommended disciplinary action. The interpretation of the facts may be shared with the respondent.

A pretrial conference between the prosecution and defense will be held in order to determine the date and time of the AHB and to discuss discovery issues.

IAD will prepare all documents in reference to the pending AHB and will notify the respondent, in writing, of the hearing date.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Memorandum of Agreement Between the United State's Department of Justice and Prince George's County Maryland, January 22, 2004

References:

- Internal Affairs Division SOPs
- Internal Affairs, Internal Investigations Guide
- Maryland Annotated Code, Public Safety Article § 3-101-114
- Maryland Code, Section 10-402
- MPCTC Statewide Police Disciplinary Matrix
- HB 670 Police Accountability Act of 2021

3. COMMITTEES, COUNCILS, BOARDS & PANELS

(July 2023)

I. POLICY

The Department welcomes the input of both internal and external boards, committees, councils, and panels in the furtherance of its mission. Internally, these consist of the Disciplinary Review Committee, the Employee Advisory Council, and the Executive Review Panel. Externally, these consist of the Citizen Advisory Council, the Police Accountability Board, and the Administrative Charging Committee.

The Department also actively participates in assessment center panels for other law enforcement agencies. Members serving on assessment centers, assist other agencies by overseeing a series of standardized exercises, simulations, tests, and interviews designed to identify the most suitable candidates for advancement within those agencies.

II. CHECKLIST (N/A)

III. DEFINITIONS

Assessment Center: A panel of law enforcement professionals who evaluate and assess the knowledge, skills, abilities, and suitability of individuals aspiring to advance within law enforcement agencies; Assessments typically consists of exercises designed to replicate real-world law enforcement scenarios and challenges, allowing assessors to observe candidates' performance and behaviors in a controlled environment.

IV. FORMS (N/A)

V. PROCEDURES

1. Disciplinary Review Committee (DRC)

The DRC is composed of three command officers (appointed by the Chief of Police), and two FOP members (appointed by the President, FOP). Quorum is two command officers and one FOP member.

Appointments are for one year. The Chief of Police appoints the chair.

The DRC shall conduct an annual review of the Disciplinary Action Recommendation Guide. It shall submit a report containing the findings of its review, including recommendations for revisions to the guide, to the Chief of Police no later than February 1 each year.

The DRC shall conduct a quarterly review of all recommended disciplinary actions to ensure established guidelines are being followed. ***See:*** **VOLUME I, CHAPTER 11. DISCIPLINE.**

2. Executive Review Panel (ERP)

The Executive Review Panel (ERP) was established by the Chief of Police to review all critical firearm discharges, investigations of serious uses of force, and to conduct evaluations of all uses of force on a quarterly basis. The ERP membership will rotate, but will include a member of the Command Staff, a Training and Education Division (TED) representative, the affected Deputy Chief, the Inspector General, and a representative from the County Attorney's Office. Additional board members will be appointed by the Chief of Police.

Duties of the Panel

The ERP meets monthly to review critical firearm discharges and serious use of force investigations. The ERP shall review these investigations for compliance with Departmental policy, as well as for tactical and training issues.

The ERP's review shall occur within 90 days of the end of a criminal review of an incident.

The ERP shall conduct an analysis of all uses of force by members of the Department on a quarterly basis and forward the results of the analysis to the Chief of Police.

In addition to these reviews, the ERP shall conduct an annual analysis of critical firearm discharges to detect patterns or problems. This analysis shall be submitted to the Chief of Police, by February 1st of the following calendar year.

The ERP has the authority to recommend changes in investigative protocols, and non-disciplinary corrective actions, when appropriate, to the Chief of Police. The ERP is intended to serve as a quality control mechanism during the review process. This includes returning incomplete or substandard investigations to the responsible investigative unit.

The ERP has exclusive authority to change the duty status of any officer placed on administrative leave. All requests from Commanders/Managers for a change in an officer's duty status, including placing the officer on administrative duty, shall be made in writing through the chain of command to the Chief of Police or their designee.

Review Procedures

The ERP's review shall include investigative files and interviews of the principal investigators and/or supervisors.

Following its review, the ERP shall prepare a written report with recommendations regarding their findings to the Chief of Police. This report shall become a part of the official investigative file for the incident.

The report shall include a description of the incident, including all uses of force. It will also include a summary of all relevant evidence to support their proposed findings and an analysis to support those findings.

The ERP shall consider the following in making the recommendation to the Chief of Police:

- Whether the use of force was consistent with Departmental training and policy
- Whether the involved officer used proper tactics
- Whether lesser force alternatives were available

Responsibilities of the Chief of Police

The Chief of Police shall advise the Commander, IAD, of the final decision, after considering the findings and recommendations of the ERP.

Confidentiality of Files

A copy of the ERP findings shall be retained at the Internal Affairs Division in accordance with the Records Retention Schedule. Access to these files is limited to the ERP and IAD.

3. Citizen Advisory Council (CAC)

Each Division Commander shall identify citizens from each Sector in their Division who have shown interest or involvement in police/community relations programs. They shall nominate at least three citizens to participate on the CAC. The Chief of Police approves such nominations.

CAC members meet with Division Commanders, their staff and crime prevention personnel. The CAC will occasionally meet with the Chief of Police and command staff.

4. Employee Advisory Council (EAC)

The EAC meets monthly with the Chief of Police. The EAC provides direct communication between sworn and civilian employees and the Chief of Police on issues or concerns within the Department.

5. Administrative Charging Committee (ACC)

(MD HB670, Police Accountability Act of 2021)

The Administrative Charging Committee (ACC) is composed of five (5) Prince Georges County residents.

The ACC will provide civilian independent oversight of law enforcement agencies within the County. The ACC will receive the investigatory files of complaints of police misconduct involving an officer and a member of the public, review the findings and recommendations of the internal investigations conducted by the Department, and then decide whether the officer should be administratively charged. If the ACC determines that administrative charges are warranted, it shall recommend discipline for the charges in accordance with a Statewide uniform Disciplinary Matrix adopted by the Department. The ACC will issue written findings and provide them to the Chief of Police, the police officer, and the complainant.

Upon receipt of the written findings and recommendations from the ACC, the Chief of Police must adopt its conclusions and may adopt the recommendations of the ACC or increase the discipline in accordance with the Disciplinary Matrix. The Chief may not reduce the discipline recommended by the ACC. If the officer rejects the Chief's recommended discipline, the officer may elect to go before an Administrative Hearing Board for a hearing. (***See***: **VOLUME I, CHAPTER 2. AMINISTRATIVE HEARING BOARDS.**)

6. Police Accountability Board (PAB)

(MD HB670, Police Accountability Act of 2021)

The Police Accountability Board is comprised of eleven (11) Prince Georges County residents appointed by the County Council, with input from the community. To the extent practicable, the PAB will reflect the racial, ethnic, gender, gender identity, sexual orientation, cultural, and geographic diversity of the community.

The PAB will receive complaints of police misconduct involving a sworn officer and a member of the public and refer them to the Department for investigation. In addition, the PAB shall review the disciplinary outcomes of investigations that were conducted by the Department and then forwarded to the ACC for review and disposition.

The PAB will meet at least once quarterly with the Chief of Police and other heads of law enforcement agencies located in Prince George's County, to improve matters of policing. The PAB will identify any trends in the disciplinary process of police officers in the County and make policy recommendations to improve transparency and police accountability. On or before December 31 annually, the PAB will issue a report to the County Executive and County Council that summarizes its findings and recommendations. This report also will be made available to the public.

7. Assessment Center Panels

The Department's involvement in local and nationwide assessment center panels demonstrates a collaborative approach within the law enforcement community.

All members who meet the requirements for participating on assessment center panels should refer to the Police Personnel Division's directives.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation

- Maryland Annotated Code, Public Safety §§3-101-114
- HB670 – Maryland Police Accountability Act of 2021
- Prince George's County Council Legislation CB-021-2022

4. COMPLAINTS
(September 2022)

I. POLICY

To deliver effective law enforcement services, a relationship of mutual trust and confidence must exist between the Prince George's County Police Department and the community. Actions of Departmental employees that conflict with the mission of the Department, can erode this trust and have a negative impact on the Department's standing in the community. The review or investigation of all public complaints of employee misconduct is vital to maintaining the relationship between the Department and the community.

The Department recognizes its obligation to inform the public about its complaint filing procedures and acknowledges each individual's right to file a complaint against an employee.

It is the policy of the Prince George's County Police Department to accept all complaints of employee misconduct at all levels of the Department, including complaints files with the Police Accountability Board.

II. CHECKLIST (N/A)

III. DEFINITIONS

Administrative Charging Committee (ACC): The Administrative Charging Committee (ACC) is composed of five (5) Prince Georges County residents. The ACC provides civilian independent oversight of law enforcement agencies within the County. The ACC receives investigatory files from law enforcement agencies to evaluate complaints of police misconduct involving an officer and a member of the public, review the findings of the investigations conducted by the respective law enforcement agency, and decide whether the officer subject to the complaint shall be administratively charged. If the ACC determines that administrative charges are warranted, it shall recommend discipline for the charges in accordance with a statewide Uniform Disciplinary Matrix. The ACC then issues written findings and provides them to the Chief of Police or the head of the relevant law enforcement agency, the subject officer, and the complainant. Finally, the ACC will forward the outcomes of its review of the investigations to the PAB for its examination and review.

Bias-Based Profiling: Occurs when a police officer takes enforcement or investigative action against a person based only on that person's race, ethnicity, gender, sexual orientation, religion, economic status, age, culture, or other identifiable factor unrelated to reasonable suspicion or probable cause

Complaint: A statement or communication alleging misconduct by an employee. Complaint sources are either:

> ***External:*** Initiated by individuals not affiliated with the Department.
>
> ***Internal:*** Initiated within the Department.

Field Investigation: Complaints forwarded by the Commander, IAD, to a Division Commander for investigation

Internal Affairs Division (IAD) Investigation: Completed by Special Response Section or Administrative Investigation Section personnel

Law Enforcement Officers' Bill of Rights (LEOBR): Maryland Law that provides certain rights to law enforcement officers who are facing internal investigation for matters in which the incident that gave rise to the investigation occurred prior to **July 1, 2022. LEOBR** shall not apply to investigations arising out of incidents that occur on or after July 1, 2022.

Police Accountability Board (PAB): The PAB is composed of eleven (11) Prince George's County residents appointed by the County Executive and County Council, with input from the community. To the extent practicable, members of the PAB shall reflect the racial, ethnic, gender, gender identity, sexual orientation, cultural, and geographic diversity of the County, and possess a range of professional or lived experiences. The PAB receives complaints of police misconduct involving the public and refers them to the appropriate law enforcement agency for investigation. In addition, the PAB reviews the disciplinary outcomes of investigations that were conducted by the law enforcement agencies and then forwarded to the ACC for its review disposition. The PAB also meets at least once quarterly with heads of law enforcement agencies located in the County, and with community members at least twice a year. Finally, the PAB identifies any trends in the disciplinary process of police officers in the County and makes policy recommendations to improve transparency and police accountability.

Respondent: An employee who is the subject of an internal investigation

Supervisor: Personnel holding the rank of Sergeant and above, civilian Supervisors, or Corporals formally appointed in writing as the "Officer in Charge" (OIC) of a Departmental component

Unreported Misconduct: Acts of misconduct not alleged in the original complaint

Witness: Anyone who was present, has personal knowledge of, observed, or heard something related to an incident

IV. FORMS

- Complaint Procedures Checklist (PGC Form #4552)
- Complaint Against Police Practices Form (PGC Form #1072)
- Letter To a Concerned Citizen (PGC Form #3792)
- Request for Case Numbers Form (PGC Form #5074)

V. PROCEDURES

1. Department's Responsibilities

(County Code 18-186.04)

The Department will ensure that:

- A placard describing the complaint process, to include all relevant telephone numbers, is permanently displayed in the lobby of each Division Station
- The Prince George's County Police Department Complaint Against Police Practices Form and associated information is available at all Division Stations, public libraries, and on-line.
- Complainants should receive an initial response to their complaint within 72 hours
- The agency will notify the complainant of the outcome of the complaint as required by state and local law upon disposition, including any discipline imposed in accordance with applicable state and local laws

- The Commander, IAD, or their designee, will serve as the point of contact for questions regarding investigations

Upon request, the Department will provide complaint materials to community groups and community centers.

At all times, officers shall maintain a supply of Complaint Information Brochures in their vehicles.

If an individual objects to an officer's conduct, the employee will inform the individual of their right to make a complaint. Employees shall not discourage anyone from obtaining a complaint form or filing a compliant.

If an individual's complaint contests a criminal charge but there is no allegation of employee misconduct, the individual shall be advised to address their concern through the Office of the State's Attorney.

The Complaint Procedures Checklist provides a standard method for responding to complaints in accordance with County law and Departmental procedures by eliciting information required for effective Supervisory follow-up. Copies of the completed form shall be forwarded through the chain of command to the Office of the Chief of Police.

Complaints, other than use of force, may be initiated in person either verbally or in writing, by telephone or TDD, facsimile, e-mail, or United States mail.

An employee receiving an anonymous complaint shall advise the individual of the complaint procedures and try to obtain the individual's cooperation. If the individual wishes to remain anonymous, the employee shall obtain as much information as possible and summarize it on the Complaint Procedures Checklist. The employee shall then forward the checklist via the chain of command to the Commander/Manager of the involved employee. If the identity of the involved employee is unknown, the employee receiving the complaint shall forward the checklist via the chain of command to their Commander/Manager.

2. Receiving External Complaints in Writing

All written complaints from the public alleging employee misconduct shall be thoroughly investigated.

An employee who first receives a completed Complaint Against Police Practices Form shall indicate the following in the spaces provided at the bottom:

- Date and time complaint form received
- Whether received by mail or in person
- Receiving employee's name and ID number

If the complaint is not on the Complaint Against Police Practices form, the employee shall note the information on the document received. Written complaints not submitted on the County form shall be handled as if received on the County form. The employee will then forward the complaint to their Commander/Manager.

Upon receipt of a written complaint, Commanders/Managers shall forward all copies via the chain of command through the Office of the Chief to the Commander, IAD.

3. Receiving External Complaints in Person

When an individual requests a complaint form, the employee receiving the request shall provide the individual with a Complaint Against Police Practices Form or ensure that one is emailed or mailed to the individual's address.

The desk officer at each Division Station shall receive all complaints, including those made by a third party. If a desk officer is not available, a Supervisor shall respond to the station to receive the complaint.

Whenever an individual attempts to file a complaint, the desk officer shall:

- Complete, at minimum, blocks A, E, and F of the Complaint Procedures Checklist
- Provide the complainant a Complaint Against Police Practices Form

Employees may include written comments describing the complainant's demeanor and physical appearance on the bottom of the Complaint Procedures but may not include opinions regarding the complainant's mental competency or veracity.

If an individual requests to speak to a Supervisor regarding a complaint, the desk officer shall request that one respond to the station immediately. The desk officer will complete Sections A, E, and F of the Complaint Procedures Checklist and provide it to the responding Supervisor. The Supervisor shall speak with the complainant and attempt to resolve the matter.

If the Supervisor resolves the matter, they shall document their actions in Section G of the Complaint Procedures Checklist and forward it via the chain of command through the Office of the Chief to the Commander, IAD.

If the Supervisor is unable to resolve the matter, they shall provide the individual with a Complaint Against Police Practices Form. All Supervisory employees shall have a supply of the forms in their vehicles. Once the complaint is received in writing, the Supervisor will follow the procedures detailed in section **2. Receiving External Complaints in Writing**, in this chapter.

Commanders/Managers receiving verbal complaints at their Divisions shall evaluate the allegation(s), in consultation with their Deputy Chief and in consideration of the provisions of this General Order, to determine if the complaint should be investigated.

4. Complaints of Criminal Misconduct

All complaints alleging criminal misconduct shall be investigated by IAD. Employees receiving complaints alleging criminal misconduct shall immediately arrange for the individual to speak with a commissioned officer. If a commissioned officer is not available, a Supervisor shall be contacted.

The interviewing commissioned officer/ Supervisor shall immediately contact IAD, document the allegations and their actions on a confidential interdepartmental memorandum with buckslip, and forward it to IAD. The commissioned officer/ Supervisor shall not copy the confidential interdepartmental memorandum or buckslip for distribution.

5. Complaints Regarding Use of Force

Use of force complaints emanating from incidents that occurred prior to July 1, 2022, must be made in writing and filed within 366 days of the alleged brutality, consistent with the requirements of the LEOBR. There is no time limitation for filing use of force complaints that occur on of after July 1, 2022.

Psychological Services Critique of Complaints Regarding Use of Force

(Psychological Services SOP)

Psychological Services Section (PSS) personnel shall conduct use of force complaint critiques to assist officers in coping with the incident and the internal investigation, as well as increasing awareness as to why or how incidents may occur.

When IAD notifies an officer's Commander/Manager that the officer is a respondent in a use of force investigation, they shall ensure that the officer contacts the PSS within 72 hours to arrange an appointment for a critique of the incident.

This critique is confidential. Information obtained during the critique shall not be accessible to IAD personnel, nor shall it be used for disciplinary reasons.

6. Internal Complaints

Any employee who becomes aware of unlawful conduct or a violation of written directives shall report it to the involved employee's Commander/Manager. In confidential matters, reports may be made directly to the Commander, IAD.

7. Complaint Assignment

Use of force, abusive language, harassment, and criminal misconduct complaints must be investigated by IAD; in addition, IAD shall investigate all complaints that involve a sworn employee and a member of the public. Complaints not investigated by IAD are handled at the lowest appropriate level of supervision.

If the Commander/Manager determines that the complaint should be investigated as a field investigation, they shall request an investigation via the Request for Case Numbers Form, which shall be forwarded to IAD by the next working day.

The Commander, IAD will screen all complaints and requests for case numbers received to determine investigative responsibility. Less serious allegations will usually be referred to the respondent's Commander/Manager as a field investigation along with the original complaint form. A copy of the complaint will be maintained at the IAD.

All allegations shall be thoroughly investigated before any disciplinary action is taken.

8. Notification to Employee

The Commander, IAD shall send a written notice to the employee informing them that a complaint has been received and that an investigation has been initiated. The notice shall include the date, time, and place of the alleged misconduct, a brief description of the allegations, and the employee's rights and responsibilities relative to the investigation.

9. Retaliatory Acts Against Complainants Prohibited

The Department will not tolerate any retaliatory acts against complainants or witnesses. Once a formal complaint is filed against an officer, the officer shall have no contact with the complainant or witnesses, nor will the officer cause anyone else to initiate contact on their behalf. Exceptions to this directive shall only be granted by the Commander, IAD.

The same standards of conduct shall apply when officers are witnesses or complainants. To protect officers from claims of harassment or additional misconduct if unintentional contact occurs, the officer shall request that a Supervisor respond to the scene of the contact before any type of enforcement action is taken.

The Supervisor shall assess the situation, inform the individual of the Department's intentions, and witness any enforcement action. The Supervisor shall document the contact and forward a confidential interdepartmental memorandum with buckslip through the chain of command to the Commander, IAD.

Nothing in this section prohibits officers from protecting themselves or others or making an arrest under exigent circumstances.

10. Bias-Based Profiling

Bias-based profiling undermines the cooperative trust between citizens and police necessary for effective law enforcement.

Profiling alienates citizens, fosters distrust of law enforcement by the community, and may lead to civil rights violations.

The Department does not condone bias-based profiling by employees, and specifically prohibits any policy, procedure, or practice that constitutes profiling any group for the purpose of enforcement or investigation.

Officers are prohibited from using bias-based profiling as reason for:

- Stopping a vehicle
- Issuing a citation
- Making an arrest
- Conducting a field interview
- Seizing assets or seeking asset forfeiture
- Conducting a search

All investigatory detentions, searches, arrests, traffic stops, and seizures shall be based on the standard of reasonable suspicion or probable cause required by the Fourth Amendment to the U.S. Constitution and applicable Maryland statutes.

Officers shall treat all citizens with respect and courtesy. Officers are prohibited from using language, gestures and displaying symbols that are commonly viewed as biased against any group.

Training

The Training & Education Division (TED) shall conduct annual training based on a review of the Department's policies, cultural diversity, and ethics. TED shall also coordinate re-training on profiling for any unit or officer when requested by the Chief of Police.

Reporting Allegations of Profiling

The Commander, IAD, shall submit a monthly report to the Chief of Police that summarizes all complaints of bias-based

profiling against Departmental employees received by that office.

In addition, the Commander, IAD, shall conduct an annual analysis of complaints and investigations, and submit a report to the Chief of Police.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- Maryland Police Training and Standards Commission Uniform Complaint Process PSA 3-207(F)
- Maryland Annotated Code, Public Safety Art., §§3-101 to 114
- HB670 – Maryland Police Accountability Act of 2021
- Prince George's County Council Legislation CB-021-2022

References:

- Internal Affairs Division, SOP
- Internal Affairs Division, Internal Investigations Guide
- Psychological Services Section, SOP

5. COMPUTERS & TECHNOLOGY

(November 2025)

I. POLICY

The Department uses computer systems and emerging technologies to maximize efficiencies in its operations and to enhance the quality of work.

To protect the Department's electronic equipment and systems, hardware, software, files, and records from unauthorized access and damage, the Department implemented and enforces stringent security measures and procedures.

It is the policy of the Department that all information created, distributed, and/or maintained in either a hard copy or electronic format is considered the sole property of the Department.

Information addressed to Police Personnel, e.g., "For Official Use Only or Police Only," shall not be distributed outside the Department without the written authorization of the originating entity.

II. CHECKLIST (N/A)

III. DEFINITIONS

Artificial Intelligence/Augmented: A technology that enables computers and machines to simulate human intelligence and problem-solving capabilities (i.e., self-driving cars, robotics)

Biometrics: A general term used alternatively to describe automated methods of recognizing an individual based on measurable biological (anatomical and physiological) and behavioral characteristics

Candidate Images: The images a facial recognition system presents as potential matches after comparing a probe image (the unknown image) to a database of gallery images. These candidate images are the most similar faces found in the database

Data: Consists of raw facts, numbers, or symbols that can be processed or unprocessed; lacking context or meaning on their own such as text, numbers, images, sound, or any other format

Database: An electronically stored, systematic collection of data. It can contain any type of data, including words, numbers, images, videos, and files; holds datasets

Dataset: An organized collection of data, generally associated with a unique body of work and typically cover one topic at a time (i.e., the age and number of officers hired during a specified time)

Ethernet: Standard wired local area network (LAN) technology that enables communication between networks, computers, and electronic devices by employing cables, cords, and ports

Facial Recognition Technology: A technology that conducts algorithmic comparison of images of an individual's facial features for the purpose of verification or identification

Generative Artificial Intelligence: A type of AI that can learn from and mimic large amounts of data to create new content like text, images, music, videos, and code, based on user prompts or inputs

Information Technology Division (ITD): The Department component responsible for overseeing all technology-related issues and programs; also serves as the primary point

of contact when dealing with OIT and external vendors

Intranet: A network with access restricted to a defined group of authorized users

Internet: The electronic communications network that connects smaller networks and computer facilities providing the worldwide exchange of communications and information

Large Language Model (LLM): A type of AI model designed to summarize, translate, predict, and generate human-like text to communicate ideas and concepts (i.e., ChatGPT)

Local Area Network (LAN): A group of two (2) or more computer systems linked together to allow access and sharing of information and resources

Office of Information and Technology (OIT): County agency that manages and maintains the County's computer network and connecting components; establishes the policies, procedures, and regulations regarding the use, safety, maintenance, and purchase of all county-owned computing and electronic equipment

Operating System (OS): Software that enables the basic operation of a computer; communicates, allocates memory, processes tasks, accesses disk, connects peripheral components, and serves as the user interface

Probe Image: The image or video of an unidentified suspect or victim submitted for searching and comparison against images contained within the facial recognition database, that the system is trying to identify. It could be a photo taken from a CCTV camera, a social media image, or any other image of an unknown person

Server: A computer used to facilitate and support connectivity between other computers and components in the group of networked computers; common usage of servers would be for the Web, Internet, network, mail, and files

Wireless: Not needing wires, cables, or cords to be operable; instead, is operable by emitted electromagnetic waves

Wi-Fi: Standard wireless local area network (WLAN) technology that enables communication between networks, computers, modems, handheld and/or portable electronic devices

VPN (Virtual Private Network): A secure network that uses the Internet to access a restricted group's network

Web-Based Tool (WBT): A software application that operates through a web browser and is accessible remotely over the internet, eliminating the need for users to download or install software on their devices, (i.e., email, video conferencing, project online document editors

IV. FORMS

- Request for Facial Recognition Analysis

V. PROCEDURES

1. Electronic Mail System

General Responsibilities

Department personnel are responsible for the content and distribution of email messages they create, copy, and/or forward for dissemination. General emails to all Department personnel must be approved by the sender's Division/District Commander

and noted on the email, *e.g.,* "S/A Major J. Doe." This does not apply to work related matters, such as fusion reports, BOLOs, etc.

Email shall not be used to send abusive, demeaning, harassing, or threatening messages.

Personnel shall regularly move documents, pictures, and other attached information from their email account by saving those files to another appropriate electronic storage medium.

Special Notifications

The Police Personnel Division (PPD) is responsible for Department notifications regarding:

- Deaths (including funeral arrangements)
- Births
- Adoptions
- Hospitalizations

Department components wishing to have a notification sent to all employees shall enter the information into the Customer Service Request (CSR) program. Employees outside of PPD should not send the above listed notices.

Specific Responsibilities

- Each Departmental component is responsible for entering general announcements into the system regarding their component, as appropriate
- Teletype Unit personnel (Records Management Division) is responsible for receiving and entering messages into NCIC or MILES
- Automotive Services Unit personnel shall transmit preventive maintenance notifications and other vehicle information
- Police Personnel Division employees shall enter transfer opportunities and promotional system notifications
- Chief of Police, the Assistant Chief, and the Deputy Chiefs shall transmit administrative regulations and policies, promotional, and transfer lists, and disciplinary actions

2. Maintaining the Integrity of Computer Systems

(CALEA 82.1.6.c)

Personnel are advised that the following addendum automatically attaches to every email message sent or forwarded from a county-owned computer to anyone outside of the County network:

"This E-mail and any of its attachments may contain Prince George's County Government or Prince George's County 7th Judicial Circuit Court proprietary information or Protected Health Information, which is privileged and confidential. This E-mail is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient of this E-mail, you are hereby notified that any dissemination, distribution, copying, or action taken in relation to the contents of and attachments to this E-mail is strictly prohibited by federal law and may expose you to civil and/or criminal penalties. If you have received this E-mail in error, please notify the sender immediately and permanently delete the original and any copy of this E-mail and any printout."

Employees are advised that all County email is electronically captured onto the

email servers and, therefore, subject to administrative review and the subpoena process.

Personnel shall not disclose their password to anyone or have their password accessible in any format near their work area. This includes passwords to secondary computer systems such as RMS, CAD, LInX, CapWIN, METERS, MILES, and NCIC. Personnel shall lock or log off from their computer when it is left unattended.

Personnel shall not stop or hinder OIT installed antivirus or any other software updates from running automatically on their County computer.

Internet, Extranet, and Intranet Use

The use of Prince George's County Government web resources shall be in accordance with applicable laws and regulations.

Users shall be accountable for all web activity associated with their accounts. Such activity should generally be limited to accessing, viewing, downloading, and/or uploading material which is directly related to the user's official job duties.

Employees shall not use any Department-issued computer or electronic device, such as a mobile data computer (MDC), cell phone, tablet, wireless modem, etc., for personal entertainment. Users shall not generate third-party URL shortening services without OIT approval or use devices to stream media from free and/or subscription-based entertainment companies unless it is in the course of official duties. Services of this nature include, but are not limited to: Netflix, Hulu, HBO Go, Sling TV, DIRECTV, and YouTube. Suspicious bandwidth use will be investigated by ITD and may result in disciplinary action.

Prince George's County government web resources shall not be used to:

- Link, bookmark, access, download, transmit, or store objectionable material, images, or content unless it is a requirement of an employee's duties
- Conduct personal or business solicitations that have not been sanctioned by the Prince George's County government

Searchable Data Warehouses

The National Capital Region Law Enforcement Information Exchange (NCR LInX), FBI's National Crime Information Center (NCIC), Maryland Inter-Agency Law Enforcement System (MILES), and other organizations have created programs that are accessible to Department personnel.

LInX, CapWIN, Delta+, PremierOne RMS and any other law enforcement database authorized for use by the Department that requires a secure logon are considered work products. Document printing, dissemination, or discussion of reports shall be limited to official work functions. Querying these systems for personal reasons is strictly forbidden.

Examples of prohibited actions include:

- querying a vehicle tag or VIN number through RMS for a family member or friend
- sending a police report through work or personal email to the manager of a part-time property or a rent deal

Downloading onto County Equipment

Users shall not violate the Federal, State, and County laws or regulations governing the use of Prince George's County government web resources.

Personnel that adjust or alter the browser security settings programmed into the computer by OIT may be subject to disciplinary action.

3. County-Owned Computer Equipment & Operations

(Administrative Procedure 119)

Only county-owned computer equipment and devices shall be maintained and operated in Departmental facilities.

Exceptions are as follows:

- Personally owned handheld or portable devices that are removed at the end of the shift
- Computing equipment held as evidence
- Visitors using their personal equipment
- Exceptions authorized by the Chief of Police or their designee

Employees shall not:

- Detach desktop/tower computers from the network at any time
- Make hardware repairs, software modifications, and/or adjustments to County owned computers
- Attempt to alter any computer start-up routine or operating system file
- In any manner, interrupt, cancel, stop or otherwise interfere with the boot (start-up) process of any County computer
- Use County computer resources to create or distribute material that is personal in nature
- Knowingly move, copy, encrypt, destroy, modify, delete, or tamper with the electronic data files of another employee without that employee's express permission
- Knowingly expose a computer virus onto a County computer, onto the LAN, or in any manner deliberately abuse computer resources

Computer resources are fixed assets and except for laptop computers, issued specifically to individual user, shall not be physically moved from the component to which they are assigned without:

- District/Division Commander/Manager authorization
- Notification of the move to Technology Integration Services (TIS)
- Notification and permission of the NCIC Unit (RMD); NCIC regulations mandate that any computer resource, including mobile devices, e.g., laptops, that use an assigned Originating Agency Identifier (ORI) to access NCIC/Meters shall not be moved/relocated either within a secured police facility or outside of a secured police facility without notification and permission of the NCIC Unit (contact via email: Police_NCIC@co.pg.md.us).

Audits of System Software

(CALEA 82.1.6.d)

The Information Technology Division (ITD) and the Office of Information and Technology (OIT) will conduct, at least annually, audits of applicable computer systems for verification of passwords, access codes, and access violations.

Only software purchased or acquired by the County will be operated on Departmental computers.

All software must be installed in accordance with Federal copyright laws and Prince George's County Administrative Procedure 119. Licenses for Microsoft Office and server software are maintained by OIT. All other approved software licenses are managed by PGPD and shall be reported to ITD for tracking.

Authorized personnel shall remove any software that is not County-owned and licensed during service calls on the equipment.

Software written by employees that has been loaded onto a County computer and/or device becomes the property of the County. This software shall not be copied, sold, or transferred to any source outside the Department without the consent of the Chief of Police or their designee.

Electronic Files

All files on Departmental hard drives, portable drives, or other storage media are considered work product. Therefore, employees shall have no expectation of privacy regarding these files. Electronic files may be administratively accessed or monitored for various reasons, including, but not limited to, the following:

- System maintenance
- Internal investigations
- Subpoena process

All original case files, investigative files, notes, memoranda, letters, documents, or other work products maintained on computer-readable media shall be stored within the District/Division generating the original file.

Files shall not be encrypted without the consent of the Commander/Manager. In the event files are encrypted, the unit's OIC and the Commander/Manager shall both be made aware of the encryption password.

Computer Removal

When a computer has been designated as no longer serviceable, or when a hard drive on a computer fails, the Department shall retain the hard drive for destruction.

In both cases, the Commander/Manager of the District/Division shall contact ITD to arrange for removal of the device. A technician from ITD will respond and remove the hard drive. When a computer is removed from service, the Commander/Manager, or their designee shall complete an OIT Surplus Form and email that form to Police_tech@co.pg.md.us. ITD/TIS will ensure the device is removed and coordinate removal from the Department's fixed asset inventory, along with the termination of all associated maintenance fees.

Removable Storage Media Destruction

When removable storage media (DVDs, disks, videotapes, etc.) containing confidential information or criminal history record information (CHRI) become unusable, employees will forward the storage media to TIS for destruction.

Commander's/Manager's Responsibilities

Each Commander/Manager shall:

- Ensure the legality of all software installed on Departmental computers under their command
- Maintain all original documentation, and licenses for software programs unique to

their command, which are not maintained by OIT
- Monitor the access and use of the Internet by employees
- Inspect Departmental computers annually, during the month of January
- Forward to ITD/TIS a report documenting the annual computer inspection results by no later than the end of each January
- Notify ITD/TIS when computer resources are relocated within the District/Division
- Notify NCIC Unit (RMD) regarding permission to transport and/or relocate any computer resource and/or mobile device that uses an assigned Originating Agency Identifier (ORI) to access NCIC/Meters

Back-up Procedures
(CALEA 82.1.6.a & b)

OIT ensures that the Department's network files are backed up. A nightly incremental backup is performed on servers from Monday through Thursday. The full content of network servers is backed-up weekly starting Friday evening through to the early hours on Monday morning.

The software and systems used in the backup process protect the County's data from hardware failures, errors, and unforeseen events by storing copies of backup and archive content off-line and in off-site storage facilities.

4. Computer-Assisted Dispatch Terminal (CAD)

Using CAD Terminals

CAD software licenses are managed by the County Office of Homeland Security, Public Safety Communication (OHS/PSC). CAD software involves licensing fees, so all requests for installation will be coordinated with ITD.

LAN-connected desktop computer with CAD software shall be used for the following transmissions:

- Entering all calls for service received at the Districts
- Entering working unit rosters
- Unit status checks
- Premise history checks

Premise History Entry

When officers have legitimate reasons for requesting that an address or hundred-block be entered as a premise history, the information should be made available to the dispatcher in the following manner:

- The officer requesting the premise history entry shall contact their supervisor and advise them of the reason(s) for the request

The request must contain the following information:

- The exact address of the premise and indicate whether it should be entered as an exact address or hundred block
- The reason(s) for the entry request
- The retention time desired (1-365 days); At the end of the desired period, the information expires and is automatically removed from the computer
- The name, rank, and assignment of the requesting supervisor

When the approving supervisor feels that the premise history request should be entered immediately, the supervisor may make the request to the PSC Supervisor by telephone followed by a written request. A telephone

request shall only be entered for two days to allow for delivery of the written request. Any inquiries shall be directed to the PSC Supervisor.

5. Criminal Justice Information System (CJIS)

Information Capabilities

The CJIS can be accessed via LAN-connected computers. The system disseminates detailed information of "criminal events (e.g., arrests, convictions, sentences, etc.)" and non-criminal purposes (e.g., licensing and employment). Users shall refer to current keystroke manuals for additional information and/or contact Technology Integration Services (TIS) for operational inquiries.

Dissemination of CJIS Information

Information obtained through CJIS is for official government use only. Secondary dissemination of information shall be limited to the following:

- Other government criminal justice agencies when mutual interests are involved
- As administrative and/or law enforcement responsibilities require

The disseminating employee shall ensure that the recipient's identity is recorded by completing the "Log Transaction" entry when the data is retrieved from the terminal. Maryland law prohibits secondary dissemination of CJIS information for other than official purposes. This restriction applies to motor vehicle and licensing information obtained through CJIS.

Members shall direct requests for such information to the Motor Vehicle Administration (MVA). Any employee disseminating criminal history record information to an unauthorized recipient is subject to:

- A maximum federal fine of $11,000 for each infraction
- Additional state-imposed sanctions

6. Department Issued Cell Phones

Agency Issued Cell Phones

Agency issued cell phones will be provided to all police employees who, by the nature of their jobs, have a routine and continuing business need for use while conducting official business.

Employees shall have no expectation of privacy regarding any communication made with or stored in or through the cell phone issued by the Department.

Data use on personal, password-protected, web-based email accounts and any other services are subject to monitoring if an issued cell phone is used.

In accordance with this policy, Supervisors are authorized to conduct a limited administrative inspection of electronic files and downloaded applications without prior notice, consent, or a search warrant, on issued phones that have been used to conduct Department related business.

Administrative inspections can take place for work-related purposes that may be unrelated to investigations of employee misconduct. Supervisors shall conduct monthly inspections of cell phones to ensure they are operational and being used correctly.

Access to the internet through the issued phone is intended for official work-related business only. The internet shall not be used for any unprofessional and/or illicit purposes.

Employees will be responsible for any unauthorized financial responsibilities incurred while using the issued phone, to include roaming charges and initial/ recurring application fees.

Issued cell phones are prohibited from leaving the continental United States and shall not be used in any foreign nation without prior approval of the Chief of Police or their designee, and the Information Technology Division (ITD).

Cell Phone Operations

Employees will ensure the issued phone is configured to receive communications while on-duty, working secondary law enforcement employment, and while working in any Department-funded overtime capacity.

Employees will:

- Ensure the issued phone is charged
- Keep the issued phone "on" at all times except in those circumstances where it may be considered disruptive or a distraction
- Keep the issued phone on their person or close enough to answer a call or text message that may be work-related
- Respond to all work-related calls and text messages made to the issued phone during the employee's shift or the next shift if received after the end of shift

The issued phone is classified as issued duty equipment and must be maintained and safeguarded in the same manner as all other assigned Departmental equipment. Any loss, damage, or theft must be reported to a Supervisor immediately and handled in accordance with Department policy. In instances where an issued cell phone is lost or stolen the employee's Supervisor shall notify ITD within 48 hours. Employees may be subject to disciplinary action for any misuse, neglect, or loss of the issued phone, as well as financial liability.

The issued phone will be kept in a Department-issued, plain black, ruggedized case. No adornments are authorized.

Photographic images viewable on the issued phone home screen, or other internal screens may not be offensive or contain otherwise inappropriate images.

The issued phone will not be left unattended in public places or stored in a vehicle overnight. If an issued phone must be left unattended in a vehicle for a short period of time, it must be concealed and out of sight.

Issued phones supplement the Department's communication system and are not a substitute for radio communication through PSC. Issued phones are to be used as a secondary form of communication.

Approved usage includes, but is not limited to the following types of communication:

- Conveyance of sensitive or restricted information
- Undercover or special assignments
- Lengthy communication with Supervisors or their designee
- Communication beyond normal radio range

- Incidents in which direct communication with an employee is critical
- Personnel are authorized to use their issued phones for limited personal use that does not involve long distance, roaming, or international charges

Prohibited Uses

Employees are prohibited from using their issued phone for the following:

- Any call made in relation to personal financial gain by employees or employees' friends or relatives
- Transmission of any material in violation of any County, State, or Federal law or regulation
- Accessing or transmitting materials, other than that required for official police business, that involves the use of obscene language, images, jokes, sexually explicit materials or images, or messages that disparage any person, group, or classification of individuals is strictly prohibited, whether a recipient has consented to or requested such material

7. Artificial/Augmented Intelligence and Generative Intelligence (AI/GenAI)

While Large Language Models (LLMs) and Web-Based Tools (WBT) that use Artificial and Augmented Intelligence (AI) and Generative intelligence (GenAI), like ChatGPT or Google BARD can provide ways to increase operational efficiency, they can also compromise privacy and security and erode public trust if not used responsibly.

The information entered into AI/GenAI systems can present risks to both individuals and law enforcement agencies by making information such as Department tactics, investigative and training techniques, confidential information (e.g., confidential informants, protected information), active investigations, and security procedures accessible to the public. In addition, AI/GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

Employees must safeguard the confidentiality of sensitive law enforcement data and information. When sensitive information is transmitted to an AI tool, it becomes part of the WBT and may be accessible to various parties, including private sector AI developers, and academic institutions, without public disclosure.

The Chief of Police or their designee shall approve all AI/GenAI systems, their acceptable uses, and their authorized personnel prior to the use, implementation, or development for any Department functions. Employees authorized to use AI/GenAI systems shall be limited to official work-related purposes and shall only access and use AI/GenAI systems for which they have been authorized.

AI-generated content must be used as an informational tool and not as a substitution for human judgment or decision-making.

When using any AI based technology, employees shall adhere to the Department's ethical standards and expectations for behavior **(*See:* VOLUME I, CHAPTER 32. PROTOCOL).**

Prohibited Uses

Employees are prohibited from the following:

- Copying and pasting text from agency emails, Intranet, or government websites into any WBT
- Using any AI technology to prepare any internal documents such as Case reports, statement of charges, warrant applications, etc.
- Directly providing WBT's with information from systems like CAD, RMS, LInX, CommandCentral, CSR, CLEAR, NCIC, ISOClaims (NICB), Starlight, or any other law enforcement software
- Using WBT's for hiring, background, or any other employment related functions
- Using AI tools designed to analyze and interpret PDF documents, such as *ChatPDF*, on SOPs, General Orders and other agency directives, official government correspondence, or court documents like search and seizure warrants
- Using WBT generated images for use within criminal investigations, specifically within photo arrays for suspect identification by a victim

8. Facial Recognition Technology

The Prince George's County Police Department uses facial recognition technologies (FRT) for its investigative efforts. FRT may only be used by authorized trained personnel and must comply with all training, auditing, and reporting requirements in accordance with state law.

Images generated by FRT will be reviewed only by personnel authorized to use the technology as part of an investigation. Any FRT images shared by authorized users are considered investigative leads and must not be treated as positive identification without further verification. FRT cannot be the sole basis for probable cause.

Approved Uses

FRT shall be used solely to assist in the investigation of the following crimes or circumstances:

- Crime of violence
- Human trafficking offense
- First or second-degree child abuse
- Child pornography offense
- Aggravated cruelty to animals
- Hate Crime
- Weapons crime
- Importation of fentanyl or a fentanyl analogue
- Stalking
- Criminal acts involving circumstances presenting a substantial and ongoing threat to public safety or national security
- Crime under the laws of another state substantially equivalent to a crime listed in the items above this item involving a fugitive from justice charged with a crime in that state
- Identifying a missing or deceased person or a person who is incapacitated and unable to otherwise provide the person's own identity
- Redacting a recording or an image for release or disclosure to protect the privacy of an individual depicted in a recording or an image
- Forensic analysis of electronic media seized by law enforcement in relation to a specific investigation if the person identified in the electronic media is not the subject of criminal charges resulting from the forensic analysis
- Enhancing security systems for preventing unauthorized access to

information, goods, materials, areas, or other properties under the custody or care of a law enforcement agency
- Conducting otherwise legitimate activity unrelated to a criminal investigation

Prohibited Uses

FRT will not be used to identify individuals participating in constitutionally protected activities in public spaces, unless there is reasonable suspicion to believe that the individual has committed, is in the process of committing, or is about to commit a crime.

FRT may not be utilized based solely on:

- Personal interest not related to legitimate duties or objectives of the law enforcement agency
- An individual's political or social beliefs
- An individual's participation in lawful activities
- An individual's race, color, religious beliefs, sexual orientation, gender, disability, national origin, or status as being homeless

Additionally, personnel may not:

- Disclose personal information to a federal agent or federal agency for the purpose of federal immigration enforcement unless the person is presented with a valid warrant issued by a federal court or a court of this State
- Use FRT to analyze a sketch or manually produced image
- Disclose to a witness in a criminal investigation, prior to the witness participating in a live identification or photo array, that a particular suspect or image of a suspect was identified using FRT
- Use FRT for the purpose of live or real time identification of an image or recording

V. REFERENCES

(N/A)

6. COURT LIAISON UNIT
(November 2016)

I. POLICY

It is the policy of the Department to maintain open lines of communication with the State's Attorney Office (SAO) and the various Courts that serve Prince George's County. To facilitate this, the Department will appoint a court liaison officer.

II. CHECKLIST (N/A)

III. DEFINITIONS

Liaison: A channel or means of communication

Prosecutor: An attorney working for the State's Attorney Office (SAO) for Prince George's County

IV. FORMS (N/A)

V. PROCEDURES

1. Liaison Duties

The Court Liaison Unit shall serve as a liaison between the Department and:

- The SAO for Prince George's County
- The Circuit Court for Prince George's County
- The Circuit Court for Prince George's County Sitting as a Juvenile Court
- The District Court of Maryland
- The Prince George's County Department of Corrections
- The Office of the Sheriff for Prince George's County
- The Maryland Division of Parole and Probation

2. Other Duties

The Court Liaison Unit shall also:

- Assist officers with court-related questions and problems
- Present criminal cases to the Grand Jury on behalf of PGPD officers, if necessary
- Coordinate with the various investigative and forensic units of the Department
- Assist prosecutors with police-related matters
- Receive, record, and disseminate Failure to Appear for Court Notices involving Departmental employees
- Each January and July, request that prosecutors identify, in writing, any issues with individual officers or Department-wide performance. Based on this information, prepare a written report and forward it to the Chief of Police
- Report any additional problems identified or suggestions made regarding court-related issues to the Chief of Police

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

7. CRIMINAL CHARGES, CIVIL ORDERS, & DOMESTIC VIOLENCE INVOLVING EMPLOYEES

(June 2025)

I. POLICY

Federal law prohibits officers convicted of misdemeanor domestic violence assaults from carrying firearms.

It is the policy of the Prince George's County Police Department to ensure compliance with State and Federal laws and to ensure that employees who are charged criminally or civilly are afforded their rights under the law. Officers convicted of an act involving domestic violence shall have their police powers revoked.

Officers are encouraged and entitled to seek confidential assistance through the Department's Psychological Services Division (PSD) or the County's Employee Assistance Program (EAP) to prevent a problem from escalating to the level of criminal misconduct against an intimate partner.

II. CHECKLIST (N/A)

III. DEFINITIONS

Law Enforcement Officers' Bill of Rights (LEOBR): Maryland Law that provides certain rights to law enforcement officers who are facing internal investigation for matters in which the incident that gave rise to the investigation occurred prior to July 1, 2022. LEOBR shall not apply to investigations arising out of incidents that occur on or after July 1, 2022.

IV. FORMS

- Maryland Uniform Complaint and Citation (Form #DR-49)
- Case Report
- Confidential Interdepartmental Memorandum with buckslip

V. PROCEDURES

1. Officers to Report Abuse

Officers with definitive knowledge of abuse and/or violence involving a fellow officer shall report such information immediately to their Supervisor. Failure to do so will subject the officer to investigation, disciplinary action, and possible sanction and/or criminal charges.

Any police officer convicted of a domestic violence crime shall have their police powers revoked. ***See*: VOLUME II, CHAPTER 23. DOMESTIC VIOLENCE, STALKING, & HARRASSMENT**.

2. Domestic Incidents Involving Law Enforcement Personnel

All officers should be aware of the possibility of victim or witness intimidation. If an officer suspects that this is occurring, the officer will notify a Supervisor (Sergeant or above). The Supervisor will prepare a Confidential Interdepartmental Memorandum with buckslip and immediately notify the Commander, Internal Affairs Division (IAD).

Officers who attempt to interfere with cases against fellow officers by threatening, harassing, stalking, or otherwise engaging involved parties will be subject to investigation, disciplinary action and/or criminal charges.

Non-Violent Domestic Disputes Involving Departmental Employees/ Non-Violent Domestic Disputes Involving Sworn Members of Other Agencies

Officers responding to a domestic dispute involving a Departmental employee that does not involve an allegation or evidence of physical assault shall request the presence of a Supervisor and complete a Case Report by the conclusion of the shift. Notification to the Special Investigative Response Team (SIRT) is not necessary.

A Supervisor the rank of Sergeant or above will respond to the scene. The Supervisor shall notify the affected employee's Commander/Manager and complete a Confidential Interdepartmental Memorandum with buckslip. The memorandum with buckslip shall be forwarded to the involved employee's Commander/Manager as well as the Commander of the Division in which the incident occurred.

Domestic Violence Involving Departmental Employees

(Lautenberg Law)

Federal law prohibits officers convicted of misdemeanor domestic violence assaults from carrying firearms. Officers convicted of domestic violence shall have their police powers revoked.

Officers responding to a domestic violence call involving a Departmental employee shall determine if there are allegations or evidence of physical assault. If so, the officer shall:

- Request the presence of a Supervisor
- Secure any Departmental firearms
- Make an arrest, if probable cause exists, and remove any privately owned firearms observed on the scene
- Complete a Case Report or Booking Record by the conclusion of the shift

Supervisors shall:

- Ensure that the officer's responsibilities have been completed
- If the employee is an officer, contact SIRT personnel, who will evaluate the need to respond to the scene
- Contact the Commander/Manager of the accused employee
- Complete a Confidential Interdepartmental Memorandum with buckslip

All officers should be aware of possible witness or victim intimidation/coercion. Whenever an officer suspects this is occurring, they will notify a Supervisor the rank of Sergeant or above. The Supervisor will prepare a written report and immediately notify the Commander, IAD.

Officers who attempt to interfere with cases against fellow officers by threatening, harassing, stalking, or likewise engaging involved parties will be subject to investigation, disciplinary action and/or criminal charges.

Domestic Violence Involving Sworn Members of Other Law Enforcement Agencies

Officers responding for a report of domestic violence or a violation of a Protective Order involving sworn members of other law enforcement agencies shall determine if there are allegations or evidence of physical assault. If so, the officer shall:

- Request the presence of a Supervisor
- Make an arrest, if probable cause exists, and remove any privately owned firearms observed on the scene
- Complete a Case Report or Booking Record by the conclusion of the shift

A Supervisor the rank of Sergeant or above and the Shift Commander will respond to the scene and do the following:

- The Sergeant will ensure that the officer's responsibilities have been completed
- The Sergeant will initiate a premise history through the PSC Supervisor for at least 90 days
- The Shift Commander will notify the affected officer's Commander/Manager
- The Shift Commander shall prepare a Confidential Interdepartmental Memorandum with buckslip, documenting the name of the Commander/Manager notified within the other agency, the other agency's response, and all notifications made within this Department

3. Issuance of Court Criminal/ Civil Orders Against Employees

An employee shall immediately notify their Commander/Manager when they have been:

- Arrested
- Charged with a crime on a statement of charges or indictment
- Charged with any traffic violation mandating a court appearance
- Served with a warrant, criminal summons, or protective order

These provisions apply if the employee is charged or served in connection with a similar offense alleged to have occurred outside the State of Maryland.
This notification is also required of an employee who is aware that a warrant, criminal summons, or protective order is on file but not yet served. On receipt of such notification, the Commander/Manager shall notify the Commander, IAD, who shall in turn notify the Chief of Police through the chain of command.

Response to Violations of Protective Orders

A PGPD officer who is served with a Protective Order will notify their Commander/Manager. The Commander/ Manager shall immediately notify SIRT so that a determination regarding the suspension of police powers consistent with Federal and State law can be made. The Commander/Manager shall direct the involved employee to schedule and attend an appointment with PSD and ensure attendance within five days of the incident.

Officers responding for a report of a violation of a Protective Order involving employees of another law enforcement agency shall:

- Confirm that the employee is in violation of the Protective Order
- If the employee is in violation of the Protective Order the officer shall make a full custody arrest and notify the Shift Supervisor

For officer safety, officers reviewing a Protective Order shall pay particular attention to Section 7, which may list firearms owned by the employee and Section 8, which reads, "To turn over firearms to a law enforcement agency."

Supervisors responding to the scene shall follow the procedures detailed in the section ***Domestic Violence Involving Sworn Members of Other Law Enforcement Agencies***.

4. Employees Driving Under the Influence

Any employee found driving a Departmental vehicle in violation of Maryland Vehicle Law, Section 21-902, shall be charged with the violation on a Maryland Complaint and Citation in accordance with existing procedures. If the operator is a professional staff employee, they shall be charged using the same procedures as for non-employees.

The investigator shall be a Sergeant (or above) from the affected Sector. If unavailable, a Sergeant (or above) from another Sector shall be assigned the investigation. The investigator shall comply with the directives contained in **VOLUME II, CHAPTER 24. DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS**.

The employee shall be afforded the same rights as non-employees regarding chemical tests and related procedures, including the two-hour time limit for administering a chemical test.

The provisions of the LEOBR do not apply during the criminal phase of the investigation for officer operators.

The investigator shall conduct a separate, independent internal investigation regarding violations of Departmental written directives immediately after the employee has been processed criminally for the traffic violation.

If the operator is an officer ranking above the investigator, the investigator shall notify the officer's Supervisor. If that Supervisor is not available, the on-duty sector or Division Commander shall be notified. That Commander shall issue a direct order to the involved officer to submit a statement, answer questions, and comply with all requests of the investigating Supervisor relating specifically to the investigation.

The internal investigation shall be conducted according to the applicable provisions of this chapter, the IAD Internal Investigations Guide, Maryland Annotated Code, Public Safety Articles 3-105, 3-106, 3-107, and the LEOBR. LEOBR is only applicable for matters in which the incident that gave rise to the investigation occurred prior to July 1, 2022. LEOBR shall not apply to investigations arising out of incidents that occur on or after July 1, 2022.

If the involved employee refuses to submit to a chemical test for alcohol during the criminal phase of the investigation, they shall be ordered to submit to a chemical test during the internal phase of the investigation. Failure to obey the order is insubordination and may result in additional administrative charges.

Information obtained from the involved employee during the internal investigation shall not be used in criminal proceedings.

VI. GOVERNING LEGISLATION & REFERENCE

Governing Legislation:

- Law Enforcement Officers' Bill of Rights (LEOBR)
- Maryland Vehicle Law, Section 21-902
- Lautenberg Law
- Maryland Annotated Code, Public Safety Articles 3-105, 3-106, and 3-107

References:

- Internal Affairs Division, Internal Investigations Guide

8. DEPARTMENTAL ACCIDENTS

(June 2025)

I. POLICY

An on-duty patrol Supervisor shall promptly respond to all Departmental accidents and ensure that they are investigated in a fair and impartial manner.

II. CHECKLIST

The on-duty Supervisor, where the incident occurred, shall prepare the following, as appropriate:

- Case Report
- Automated Crash Reporting System (ACRS) Report. For employees, list address as "8801 Police Plaza, Upper Marlboro, MD 20772" and work phone
- Photo Information Sheet
- Maryland Uniform Complaint and Citations
- Witness Statement Forms
- Duress Statement Form

The immediate Supervisor of the involved employee shall prepare and submit the following, as appropriate:

- PGPD Motor Vehicle Fleet Safety Report of Investigation – one for each PGPD vehicle involved
- A written statement from the involved employee using the appropriate Duress Statement Form
- Worker's Compensation and other injury-related forms, as applicable
- BlueTeam Module entry

III. DEFINITIONS

Automated Crash Reporting System (ACRS): An accident reporting system used to electronically submit accident reports to Maryland State Police to capture crash data

Commercial Driver's License Holder (CDL): Any person who holds a commercial motor vehicle license

Commercial Motor Vehicle (CMV): A motor vehicle or combination of motor vehicles used to transport passengers or property, if the motor vehicle is in one of the following categories:

- Has a gross combination weight of 26,001 or more pounds including a towed unit with a gross vehicle weight rating of more than 10,000 pounds
- Has a gross vehicle weight rating of 26,001 or more pounds
- Is designed to transport 16 or more passengers, including the driver
- Is any size and used in the transportation of hazardous materials (as defined by federal law) requiring placards

Commercial Motor Vehicle Accident: Incidents involving a commercial motor vehicle where one of the following occur:

- A human fatality occurs
- Employee driving performance cannot be discounted as a contributing factor and injuries require treatment away from the scene
- A vehicle is required to be towed from the scene

Departmental Accident: Any accident involving a Prince George's County Police Department official vehicle or vehicle leased by the Department

IV. FORMS

- ACRS Report (MSP Form #1)

- Case Report
- Departmental Accident Checklist (PGC Form #4568)
- Duress Statement – Non-probationary Officers (PGC Form #3021)
- Duress Statement – Probationary Officers/Non-PCEA Employees (PGC Form #3020)
- Duress Statement – PCEA Employees (PGC Form #3022)
- Duress Statement Continued (PGC Form #3023)
- Duress Statement Ending Page (PGC Form #3023A)
- Government Accident Claims Instruction Form (PGC Form #4160)
- Impound Sticker (PGC Form #2165)
- Injury-related forms (***See:*** **VOLUME I, CHAPTER 15. EMPLOYEE INJURIES, ILLNESSES, & WELLNESS**)
- PGPD Motor Vehicle Fleet Safety Report of Investigation (PGC Form #2932)
- Witness Statement Form (PGC Form #2998)
- Witness Statement Form Continued (PGC Form #2998A)

V. PROCEDURES

When an employee is involved in a Departmental accident, they shall immediately notify Public Safety Communications (PSC) and request that an on-duty Supervisor, for the location where the incident occurred, respond to the scene. The employee shall not move the vehicle from the point of impact without Supervisory approval unless:

- The striking vehicle flees the scene, and the employee follows the vehicle and notifies PSC
- There is a threat to the safety of persons or property

If the involved employee is an officer, they shall preserve the scene and prevent further injury or damage. The employee shall relinquish authority and refrain from performing investigative functions following the arrival of other officers or a Supervisor.

The on-duty Supervisor shall respond to and conduct the initial investigation of all Departmental accidents within their patrol Division, including Departmental vehicles equipped with push bumpers when contact between the push bumper and another vehicle is made.

All required documents shall be forwarded to the employee's immediate Supervisor, who must complete the investigation and enter both preventable and non-preventable accidents into the BlueTeam Module, for:

- Patrol officers who are on-duty, but outside of their patrol area
- Officers who are not assigned to Patrol
- Off-duty officers
- Professional staff operating a Departmental vehicle

If an involved employee is uncertain whether a collision meets the definition of a motor vehicle accident, they shall contact a Supervisor from the location of the incident. The Supervisor will determine if the collision is a motor vehicle accident.

Damage to Unoccupied Departmental Vehicles

When a Departmental vehicle is damaged while it is parked and unoccupied and even if there is no information or physical evidence to identify the striking vehicle, the Hit and Run accident shall be documented within ACRS. RMS is not to be used to document vehicular accidents except for situations detailed within in **VOLUME II,**

CHAPTER 1. ACCIDENT INVESTIGATION, Section 9**. Report Submission**.

The involved employee's Commander/ Manager is responsible for ensuring that all these procedures are accomplished in a timely manner.

1. Employee's Responsibilities

The involved employee, when medically capable, shall:

- Provide a Duress Statement to the investigator containing their written description of the accident and the events leading up to it
- If the vehicle is operable and within 72 hours of the accident, take the vehicle to Central Vehicle Maintenance Facility (CVMF) for damage assessment

If the involved employee is medically incapable of performing the above steps, the employee shall immediately notify their Supervisor. The employee's Supervisor shall ensure that the above tasks are completed.

2. Investigative Responsibilities

All accidents involving Departmental vehicles shall be investigated, regardless of where the accident occurs. Supervisors shall be responsible for the timely completion and submission of all necessary paperwork. The ACRS Report shall be submitted and approved within 72 hours of the accident.

On-duty Supervisor Responsibilities

The on-duty Supervisor shall respond to and conduct the initial investigation of all Departmental accidents within their patrol Division, including secondary employment and overtime assignments, when a Supervisor is not assigned to oversee the overtime.

All required documents shall be forwarded to the employee's immediate Supervisor, who must complete the investigation and enter preventable and non-preventable accidents into the BlueTeam Module, for:

- Patrol officers who are on-duty, but outside of their patrol area
- Officers who are not assigned to patrol
- Off-duty officers
- Professional staff operating a Departmental vehicle

The on-duty Supervisor shall photograph the accident scene to include vehicle position if relevant, skid marks, damage, and any other pertinent images. They shall provide each involved citizen with a County Government Accident Claims Instruction Form as soon as possible. The citizen should be instructed to directly contact the County's insurer, listed on the form.

When taking statements from employees and witnesses, the on-duty Supervisor shall ask and document appropriate investigative questions on the Witness Statement Form or Duress Statement Form.

The on-duty Supervisor shall do the following prior to the end of their shift:

- Send an email to Risk Management at Police_RiskManagement@co.pg.md.us. The email shall include their:
  - Name
  - Duty assignment
  - Case number
  - Telephone number
  - A brief description of the accident
- Forward a copy of the ACRS Report to Risk Management, regardless of whether

the investigation or reports are completed or approved
- Email CVMF at OCSfleetbodyshop @co.pg.md.us with the vehicle number included in the subject line and the following information (the entire report is not needed):
  - Case Number
  - Name and ID Number of employee assigned to the vehicle
  - Cruiser number

Involved Employee's Immediate Supervisor Responsibilities

When involved employees are medically unable to complete their responsibilities, their immediate Supervisor shall ensure that the employee's tasks are completed.

When taking statements from employees and witnesses, Supervisors shall ask and document appropriate investigative questions on the Witness Statement Form or Duress Statement Form.

The immediate Supervisor shall make copies of any original report made during the investigation and package them together for command review. When the original package is submitted for approval, the copies should be submitted along with the original package. The immediate Supervisor shall also forward a copy of the entire package to Risk Management.

3. Investigation Review & Report Dissemination Procedures

After completing the initial investigation and required reports, the on-duty Supervisor shall forward the entire investigative file to the involved employee's immediate Supervisor.

When the employee's Supervisor is professional staff, the lowest ranking sworn superior in the employee's chain of command shall review the investigation. The investigative file shall be forwarded through the chain of command to the involved employee's Commander/Manager. Following review and approval, the Commander/Manager shall transmit the investigative reports as follows:

All Accidents

- Forms documenting injuries to the Department's Risk Manager
- Reports, such as Case Reports, Uniform Complaint Citations, etc., shall be scanned into the RMS Case Folder

Non-Preventable Accidents

- Original Statements to be retained by the employee's Supervisor at the workplace

Preventable Accidents

- Original Statements and photographs as well as copies of all other forms to IAD following completion of any disciplinary action(s)

Administrative Charging Committee Responsibilities

The investigative file for both preventable and non-preventable accidents involving a citizen will be sent to the Administrative Charging Committee (ACC) for a review of the findings and to determine appropriate action.

If the ACC determines that administrative charges are warranted, it shall recommend discipline for the charges in accordance with a Statewide uniform Disciplinary Matrix adopted by the Department (***See:*** **VOLUME**

I, CHAPTER 3. COMMITTEES, COUNCILS, BOARDS, & PANELS).

4. Departmental Accidents Involving Special Circumstances

Accidents involving multiple or leased vehicles and critical injuries or fatalities shall be handled as follows:

- Multiple PGPD vehicles involved: a PGPD Motor Vehicle Fleet Safety Report of Investigation shall be completed for each vehicle
- Department leased vehicles: shall be handled in the same manner as PGPD-owned vehicles
- Critical injury or fatality: Shall be investigated by the Collision Analysis and Reconstruction Unit (CARU) (***Also See*: Section 5. Notification to Independent Investigation Division (IID)**)

Departmental Accidents Occurring Outside of the County

When a Departmental accident, occurs outside of Prince George's County, including commercial motor vehicles (CMV), the involved employee shall contact PSC and request the response of the appropriate agency. When that agency arrives, the employee shall identify the vehicle as a government vehicle and request that an accident report be written.

The involved employee's immediate Supervisor is responsible for investigating the accident and handling all necessary paperwork and reports as detailed in **Section 2. Investigative Responsibilities**. A copy of the accident report completed by the investigating agency shall be obtained and submitted with a Case Report. If the accident report is not immediately available, the immediate Supervisor shall obtain a copy as soon as possible, and attach it to a Case Report.

Any employee directed to appear before a court or administrative hearing relating to a Departmental accident in another jurisdiction shall promptly notify IAD.

5. Notification to Independent Investigation Division (IID)

The Maryland Attorney General's Independent Investigation Division (IID) will lead the investigation of all police-involved incidents that result in the death of a citizen or injuries likely to result in death. The PGPD Shift Commander shall notify SIRT first, and if directed to do so, notify IID. The Shift Commander shall notify the Maryland State Police (MSP) Headquarters Duty Officer at (410) 653-4200. CARU shall be notified if IID declines to investigate the Departmental accident. All other Department notifications remain the same.

6. Damage Estimates

Vehicle Operable

When the vehicle is operable, the involved employee shall take it to CVMF within 72 hours of the accident. The employee shall supply CVMF with the RMS number for the accident. CVMF personnel will inspect and photograph the damaged vehicle.

If CVMF personnel determine that the vehicle meets safety standards, they will return it to the employee for continued use pending repairs. If minor repairs can be done immediately (e.g., headlight replacement) and are required to meet safety standards,

those repairs will be done, and the vehicle returned to the employee.

If the vehicle is returned to the employee, CVMF personnel will give the employee an information sheet with the names and addresses of three repair facilities. The employee shall take the vehicle to these facilities within five days. The employee shall notify CVMF by telephone after taking the vehicle to the last repair facility for estimates. Vendors will not give estimates to employees but will send them directly to CVMF.

Within 72 hours of being notified by CVMF, the employee shall take the vehicle back to CVMF for repairs. The vehicle shall be delivered between 0700 and 1530 hours. All personal items shall be removed from the vehicle before it is left at CVMF for repairs.

CVMF personnel will inform the employee of the estimated time that the vehicle will be kept for repairs and will notify the employee when the vehicle is ready. Officers shall not pick up vehicles at private vendors unless directed to do so by CVMF personnel.

Vehicle Inoperable

If the vehicle is inoperable, an impound sticker shall be affixed to the inside of the driver's door window (or another window if that window is missing). The sticker will list the involved employee's name and the RMS number. The Department's contract crane shall be contacted via PSC to take the vehicle to CVMF.

If the Departmental accident occurs during CVMF's non-business hours (2300 hours – 0700 hours, weekends, and County holidays), the vehicle shall be towed to the lower lot of the Police Services Complex.

The involved employee, or their Supervisor if the involved employee is medically incapable, shall notify CVMF of the vehicle's location during CVMF's next regular business day. CVMF will have the vehicle towed from the Police Services Complex to their facility.

CVMF is responsible for obtaining estimates, arranging for repairs and notifying the involved employee when the vehicle is ready to be picked up at CVMF.

7. Investigations of Preventable Accidents & Discipline

For preventable Departmental accidents, the employee's Supervisor shall be responsible for obtaining IAD case numbers.

8. Employees Driving Under the Influence

Any employee found driving a Departmental vehicle in violation of Maryland Vehicle Law, Section 21-902 shall be charged with the violation on a Maryland Uniform Complaint and Citation in accordance with directives contained in **VOLUME II, CHAPTER 24. DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS**. These actions shall be taken in addition to appropriate internal disciplinary procedures.

The investigator shall be a Sergeant or above from the affected sector. If unavailable, a Sergeant or above from another sector shall be assigned the investigation. The investigator shall make immediate notification to the Special Investigative Response Team (SIRT) regarding the incident.

All Department employees shall be afforded the same rights as non-employees regarding

chemical tests and related procedures, including the two-hour time limit for administering a chemical test. Immediately after the employee has been processed criminally for the traffic violation, SIRT shall conduct a separate, independent internal investigation regarding violations of Departmental written directives. The internal investigation shall be conducted according to the applicable provisions of the General Order Manual, the Internal Investigations Guide, and Maryland Public Safety Article §3-105, §3-106, and §3-107

If the involved employee refuses to submit to a chemical test for alcohol during the criminal phase of the investigation, they shall be ordered by the SIRT investigator to submit to a chemical test during the internal phase of the investigation. If the involved employee refuses to submit to a chemical test for alcohol during the internal investigation phase, the employee will be subject to an administrative investigation related to the refusal.

Results of chemical testing obtained during the internal investigation are not admissible or discoverable in a criminal proceeding against the officer.

Information obtained from the involved employee during the internal investigation shall not be used in criminal proceedings.

9. Expungement and Destruction of Files

Files relating to a disciplinary decision may not be expunged or destroyed. IAD shall maintain Departmental accident files.

10. Remedial Driver Training

Commanders/Managers shall assign employees involved in preventable Departmental accidents to a remedial driving course. Commanders/Managers may assign other employees to such courses whenever their driving performance suggests a deficiency in driving skills. The Commander/Manager shall arrange for remedial training through the Training and Education Division (TED).

TED shall offer remedial training opportunities once every six months, or more often as necessary. TED shall confirm the employee's attendance and inform the Commander/Manager if the employee's performance is unsatisfactory. When the employee's performance is unsatisfactory, they shall be reassigned for additional instruction.

11. Departmental Employee-Operated Commercial Motor Vehicles (CMV)

Alcohol & Drug Testing Required

When an employee is involved in a motor vehicle accident while operating a Departmental CMV, they shall undergo alcohol and drug testing as soon as possible according to Department of Transportation guidelines. It is not required that the investigator have a reasonable suspicion that the driver was under the influence of drugs or alcohol.

Driver's Duties

When an employee is involved in a motor vehicle accident while operating a Departmental CMV either on or off-duty, they shall notify PSC, request that an on-duty Supervisor assigned to that area respond to the scene, and await the Supervisor's arrival.

The employee shall not leave the scene or allow the vehicles to be moved without Supervisory approval unless any of the following exist:

- There remains a threat to the safety of persons or property
- The striking vehicle flees the scene, and the employee follows the vehicle and notifies PSC; employees shall use reasoned judgment when contemplating a vehicle pursuit in a CMV
- When necessary to move vehicles to receive emergency medical treatment or provide it to other involved parties

Supervisor's Responsibilities

The on-duty Supervisor shall respond to the accident involving an employee-operated Departmental CMV. They shall:

- Accompany the employee to the alcohol and drug testing facility and notify PSC of the location of the facility
- Request the response of a CARU investigator

Responsibilities of CARU

CARU investigates all motor vehicle accidents involving Departmental CMVs operated by a Police Department employee subject to restrictions described in this section. CARU shall develop and maintain Standard Operating Procedures that address these accidents and shall be the Department's point of contact for inquiries regarding CMV accidents.

After arriving on the scene of a CMV accident, the CARU officer shall:

- Assume responsibility of the accident scene
- Complete and submit the required reports
- Coordinate the on-scene efforts with the requesting Supervisor

12. Accidents Involving Vehicles of Other County Agencies

For accidents involving non-Departmental County-owned vehicles, ***See:*** **VOLUME II, CHAPTER 1. ACCIDENT INVESTIGATION, Section 11. Notification to Risk Management**.

Commercial Motor Vehicle Accidents

A Supervisor responding to the scene of an accident involving an employee of another County agency shall have PSC notify that employee's immediate Supervisor.

At the conclusion of the investigation, the investigator shall forward a copy of the ACRS report to the involved employee's Supervisor.

***See*: VOLUME II, CHAPTER 15. CONCURRENT JURISDICTION, MUTUAL AID AGREEMENTS, & EXTRA-JURISDICTIONAL INCIDENTS**, for information regarding vehicle accidents involving non-county and non-PGPD governmental and law enforcement agencies.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- Maryland Vehicle Law, Section 21-902

- Maryland Code, Public Safety Articles §3-105, §3-106, §3-107 & §3-113

Reference:

- Collision Analysis and Reconstruction Unit SOP

9. DEPARTMENTAL AWARDS
(September 2022)

I. POLICY

It is the policy of the Department to recognize outstanding achievements and contributions to the safety of the citizens of Prince George's County by its employees. In furtherance of this policy, the Departmental Awards Program was created.

Other than the awards outlined in this Policy, no other award or incentive program is authorized by the Department without the expressed permission of the Chief of Police.

II. CHECKLIST (N/A)

III. DEFINTIONS (N/A)

IV. FORMS

- Award Nomination Form (PGC Form #4009)

V. PROCEDURES

1. Departmental Awards Program

The Employee Incentive Awards Program is administered in compliance with County Administrative Procedure #216.

Nomination Process

Nominations for all Departmental awards shall be submitted on the Award Nomination Form with available supporting documentation attached. Except for unit awards, separate nomination forms must be completed for each individual nominated even when nominees performed joint action during a single incident.

Any employee may nominate someone for an award. Nomination forms shall be submitted through the chain of command to the Office of the Chief. The Office of the Chief shall then forward the nominations to the Awards Committee via the Special Projects Coordinator.

All nomination forms shall be forwarded through the chain of command, although supervisors or commanders may attach non-concurring comments when appropriate. Comments may be sent directly to the Chair of the Awards Committee.

All award nominations must be forwarded to the Awards Committee within 60 days of the incident or event that generated the nomination. Commanders/Managers are responsible for ensuring that nominations are submitted on time. Absent unusual circumstances, award nominations submitted after the 60th day will not be considered.

Awards to be recognized at the Annual Police/Fire Awards Luncheon (Police Officer of the Year, Medals of Valor, and the Chief's Special Achievement Award) for any calendar year must be submitted no later than January 15 of the following year.

The type of award being sought must be specified on the nomination form. The type of award is defined by Administrative Procedure #216 and does not necessarily match the Departmental name for an award. Nominators should refer to the Administrative Procedure #216 Award Type Matrix in this chapter to identify the appropriate type of award to place in Section I of the form; the Departmental name for the award requested should be indicated in Section II.

If the requested award type is later determined to be incorrect, the Awards Committee is authorized to make the appropriate changes or corrections.

Supervisor's Responsibilities

Supervisors shall make reasonable inquiries to verify the accuracy of facts presented in nomination forms received from subordinates. Supervisory comments shall be attached if discrepancies are discovered.

When submitting a nomination form for an Outstanding Performance Award or a Good Conduct Award, the supervisor shall confirm the employee's eligibility. Copies of confirming documents shall be attached to the nomination form.

Copies of all Award Nomination Forms shall be placed in the employee's personnel file.

Commander's/Manager's Responsibilities

In addition to reviewing and forwarding Award Nomination Forms, Commanders/ Managers shall review all letters of commendation received from the public, outside agencies, and Departmental employees. If action by the Awards Committee is appropriate, the Commander/ Manager shall cause the proper nomination form to be completed and submitted.

Commanders/Managers shall ensure that letters of commendation are placed in the employee's personnel file, with a congratulatory letter from the Commander/ Manager to the employee.

Chief of Police's Responsibilities

In addition to the Employee Incentive Awards, Administrative Procedure #216 describes "County Executive Employee Awards" and authorizes the Chief of Police to selectively nominate recipients of Departmental awards for additional honors.

The Chief of Police shall cause an annual review of all eligible Departmental awards for that year, forwarding appropriate nominations to the Office of the County Executive for consideration of further awards.

The Chief of Police may also confer Chief's Awards, Outstanding Citizenship Awards, Unit Citations, and Chief's Special Achievement Awards without prior action by the Awards Committee. In such cases, the Chief of Police shall notify the Committee of their actions so appropriate documentation may be placed in the honored employee's personnel file.

Awards Committee

The Chief of Police shall appoint Departmental employees to the Awards Committee for staggered terms of one year. The Special Projects Coordinator shall be responsible for coordinating the activities of the Awards Committee. The Chief of Police will appoint the Chair of the Committee, who will only vote to break a tie.

The voting members of the Committee shall include:

- One supervisory or managerial-level non-sworn employee
- One non-supervisory, non-managerial non-sworn employee
- Three officers ranking Captain or higher, including one from each bureau

- Three officers below the rank of Captain, including one from each bureau

The Committee shall have at least one meeting each quarter, allowing sufficient time to review all award nominations. They shall consider all nominations before them. The Committee must have five members present to conduct business.

The Committee shall select award recipients. For awards of merit or higher, the Committee will schedule an oral presentation with the employee submitting the nomination. The employee will present the facts of the nomination, provide necessary documentation to support the nomination, and answer any questions the Committee may have regarding the nomination. The Committee will ensure the Special Projects Coordinator is given the names of the award recipients no later than forty days prior to the awards ceremony date.

The Awards Committee Chair shall ensure that any nomination not selected be reviewed by the Committee for re-submission pending further information or re-classification for other award consideration. Any nomination returned for recognition by Letter of Commendation shall include the Letter of Commendation from the Awards Committee Chair.

The Awards Committee shall ensure documentation is placed in the personnel file of any employee issued an award by the Committee or Chief of Police.

Computation of Benefits

Eight hours of leave will be credited for each awarded day of leave, regardless of the employee's regular work schedule. The Chief of Police has discretion and authority to modify cash and leave awards in accordance with Administrative Procedure #216.

Multiple Awards

Officers may receive multiple awards for actions arising from one incident. For example, an officer who was injured while performing a valorous act during an incident in which their unit distinguished itself might be awarded an Injury Citation, a Valor Award, and a Unit Citation.

No employee may receive more than five days of annual leave and $1,500 cash as a result of multiple agency awards during any calendar year, exclusive of a Dedicated Attendance Award.

Special Projects Coordinator's Duties

The Special Projects Coordinator shall:

- Serve as the Awards Coordinator for the Department
- Administer the Departmental Awards Program
- Schedule, prepare, and host Awards Committee meetings
- Coordinate all aspects of Quarterly Awards Ceremonies and ensure that certificates, medals, and other accoutrements are available, as necessary
- Keep accurate files regarding Departmental honors and awards that are bestowed

Dates for quarterly awards ceremonies shall be selected in January of each year. These dates will be confirmed with the Office of the Chief. Invitation letters for each ceremony will be presented for the Chief of

Police's signature no later than thirty days prior to the ceremony.

A memorandum shall be sent to the recipient's duty assignment advising the Commander/Manager the recipient should be placed on administrative leave or have their schedule adjusted to allow attendance at the ceremony. Commanders/Managers are responsible for ensuring their employees receive their invitation and acknowledge it with an RSVP.

Draft award certificates shall be presented to the Chief of Police for review no later than ten days prior to the ceremony. Final certificates shall be presented for the Chief of Police's signature no later than five days prior to the ceremony. A completed briefing package shall also be presented at this time.

2. Display of Departmental Awards

Generally, ribbons and/or medals are displayed on the dress blouse. Ribbons may be displayed on the gray or white uniform shirts. Award ribbons are not authorized for display on any other uniform or garment.

Award Ribbons

Ribbons displayed on the blouse shall be positioned immediately above the left pocket. Valor medals may be worn in place of the award ribbon only on the dress uniform.

Ribbons displayed on gray or white uniform shirts shall be positioned immediately above the left pocket, below the badge. The badge may be adjusted upward to provide a ¼" clearance above the top ribbon row.

Multiple ribbons should be affixed with a multiple-ribbon bar holder. Only one ribbon of each type may be displayed. Subsequent awards of the same type shall be denoted by an additional star placed upon the original ribbon. When a fifth award of any ribbon type is earned, the stars are replaced with an oak leaf cluster. Additional stars and oak leaf clusters shall be affixed to the original ribbon as appropriate. A maximum of three ribbons shall be displayed on any one row. If additional rows are needed, the lower rows shall have three ribbons, with only the uppermost row having less than three.

Order of Precedence

Ribbons shall be arranged in order of precedence from highest to lowest, starting nearest the centerline and working outward. When multiple rows are needed, higher awards shall be displayed in the upper rows. The order of precedence is:

1. Gold Medal of Valor
2. Silver Medal of Valor
3. Bronze Medal of Valor
4. Critical Injury/Injury Citation
5. Police Officer of the Year
6. Chief's Special Achievement Award
7. Chief's Award
8. Award of Merit
9. Special Achievement Citation
10. Unit Citation
11. University of Maryland Citation
12. Baltimore Citation
13. US Capitol Citation
14. Domino Award
15. Division Commander's Award
16. Officer of the Month
17. Pandemic Citation
18. Lifesaving Award
19. Good Conduct Award
20. Non-Departmental Award
21. Departmental Service Award
22. Military Service Award

3. Medals of Valor

Medals of Valor are the Department's highest awards. They are issued to officers who perform heroically in unusually difficult and dangerous situations. The Gold Medal of Valor is the Department's highest honor, followed by the Silver and Bronze Medals of Valor.

Gold Medal of Valor

A Gold Medal of Valor is denoted by a half-white and half-purple award ribbon and may be issued when:

- The officer performs a courageous act far above and beyond the call of duty
- No other recourse for the successful performance of the police service exists
- The officer is knowingly and voluntarily exposed to danger
- The danger is so extreme that the officer's death or serious injury is a predictable, reasonable expected result

Silver Medal of Valor

A Silver Medal of Valor is denoted by a half-white and half-blue award ribbon and may be issued when:

- The officer performs a courageous act far above and beyond the call of duty
- No other recourse for successful performance of the police service is readily apparent to the offier
- The officer is knowingly and voluntarily exposed to danger
- The danger is so extreme that the officer's death or serious injury, while not expected, is still a very high possibility

Bronze Medal of Valor

A Bronze Medal of Valor is denoted by a half-white and half-red ribbon and may be issued when:

- The officer performs a courageous act beyond that normally expected of a dedicated officer in a similar situation
- The officer's actions are sound and appropriate
- The officer, either through their own actions or those of others, is exposed to an unusually high level of danger
- The danger is such that the officer's death or serious injury is a realistic possibility

Medals of Valor are recognized by the issuance of a medal, award ribbon, and appropriate certificate at the Annual Police/Fire Awards Luncheon. When displayed, the white half of valor medals shall be positioned on the inside toward the gigline.

4. Critical Injury/Injury Citation

Except as stated below, an Injury Citation is awarded to sworn officers, both on and off-duty, who sustain serious injury or illness resulting from:

- An accident occurring during the direct performance of non-routine duty and not resulting from the officer's negligence
- Conflict with a dangerous suspect
- Heart attack, communicable disease, or other serious ailment clearly resulting from the direct performance of duty
- The officer's attempt to save the life of another, regardless of the outcome

The seriousness of the injury or illness must be verified and appropriate medical

documentation attached to the nomination form.

This award is recognized by the issuance of a solid purple award ribbon and appropriate certificate.

Injury by Firearm

An officer who is shot by a firearm as a result of taking police action is automatically eligible for an Injury Citation. In these cases, the degree of injury is not a factor in deciding Injury Citation eligibility.

Memorial Medal

The Memorial Medal is awarded posthumously to officers whose death resulted from the performance of their duties. Qualifying causes of death include, but are not limited to:

- Accidents
- Disease sustained during the performance of duty
- Heart attacks

The Chief of Police, as appropriate, shall decide the manner of presentation.

5. Police Officer of the Year

The Police Officer of the Year is selected from among that year's recipients of Medals of Valor. In any year during which no Medals of Valor are awarded, the selection may be made from among sworn officers who received Chief's Awards or Merit Awards.

This award is recognized by the issuance of a solid red award ribbon and appropriate certificate at the Annual Police/Fire Awards Luncheon, and the granting of three days annual leave to be used within 60 days of the award.

6. Chief's Special Achievement Award

This award is given to one employee each year in recognition of particularly outstanding and significant contributions to the Department or the public. The Chief of Police personally selects the recipient.

For sworn officers, this award is recognized by the issuance of a solid blue award ribbon and appropriate certificate and will be presented at the Chief's Quarterly Awards Ceremony. Non-sworn recipients receive the certificate only. Additionally, recipients are granted three days annual leave to be used within 60 days of the award.

7. Chief's Award

The Chief's Award is given for outstanding meritorious achievement reflecting well on the recipient or the Department. It is associated with administrative career development, general public service, or community relations achievements rather than with patrol or investigative performance.

For sworn officers, this award is recognized by issuance of a solid green award ribbon and the presentation of an appropriate certificate by the Chief of Police. The Chief of Police shall present non-sworn employees and private citizens with an appropriate certificate.

Normally, private citizens shall be issued an Outstanding Citizenship Award for their accomplishments and contributions. However, in particularly deserving cases, the Chief of Police may confer a Chief's Award in place of the usual award.

When a Chief's Award is presented to an employee in recognition of a suggestion resulting in measurable monetary savings or improved operational efficiency, a one-time payment of up to $1,000 may also be awarded at the Chief of Police's discretion. Such awards shall be classified as a "Creativity Award" in Section I of the nomination form, rather than an "Honorary Award" as is the case for other Chief's Awards.

8. Award of Merit

The Award of Merit is awarded to employees who demonstrate an unusually high level of expertise, initiative, resourcefulness, or dedication in the solution of a crime, apprehension of an offender, attempt to save a human life, or delivery of another important operations-oriented police service. The employee's performance must go beyond what is normally expected or required by rules and procedures, and shall relate to a specific, identifiable case or situation, rather than long-term general quality of service.

For sworn officers, this award is recognized by the issuance of a solid white award ribbon and presentation of an appropriate certificate by the Chief of Police. Non-sworn employees receive an appropriate certificate from the Chief of Police.

9. Special Achievement Citation

The Special Achievement Citation recognizes exceptional, long-term police work as well as outstanding actions related to a short-term event. This award can be related to an operations-oriented accomplishment and/or involve an administrative or public service accomplishment. This award is recognized with a blue ribbon with gray stripes and/or an appropriate certificate.

10. Unit Citation

The Unit Citation may be issued to a squad, section, or other authorized functional group for recognition of exceptional or outstanding actions related to an operations-oriented event. The nomination shall specify what each nominee did to contribute to the accomplishment. Unit members who did not participate in or contribute to the accomplishment shall not be included in the award.

An award ribbon (yellow with three vertical blue stripes) and an appropriate certificate shall be presented to each sworn employee receiving the award. Non-sworn employees shall only receive the certificate.

11. University of Maryland Citation

The University of Maryland Citation is issued to officers who have participated in special events at the University of Maryland, College Park. The issued ribbon is yellow and black with red and white vertical stripes at both ends.

12. Baltimore Citation

The Baltimore Citation is issued to officers who have assisted during civil disturbance events in Baltimore, Maryland. The issued ribbon is blue with one wide centered yellow stripe.

13. US Capitol Citation

The US Capitol Citation is issued to officers who assisted the US Capitol Police to defend the US Capitol on January 6, 2021.

The issued ribbon is black with a small centered blue stripe and gold metal border.

14. Domino Award

The Domino Award is issued to officers who participated in the 2017 Department-wide initiative to reduce violent crime. The issued ribbon is half white and half black with the letter "D" in the center.

15. Division Commander's Award

The Division Commander's Award is awarded by Division Commanders/ Managers to employees or squads, sections or other authorized functional groups for recognition of exceptional police work. The task may be operations-oriented or involve an extraordinary administrative or public accomplishment.

This award is classified as a "Special Achievement Award" in Section I of the nomination form. Completed nomination forms shall be submitted through the chain of command to the Special Projects Coordinator. The Awards Committee shall not review the nomination.

The Division Commander's/Manager's Award will be presented during a ceremony or at a venue of the Commander's/ Manager's choosing. This award will not be presented during the Chief's Quarterly Awards Ceremony. An award ribbon (gray with a vertical black stripe at each end) and an appropriate certificate shall be presented to each sworn employee receiving the award. Non-sworn employees shall only receive the certificate.

16. Officer of the Month

The Officer of the Month Award is given to sworn members who are recognized for significant effort at the Division level. The issued ribbon has a blue stripe on each end with a gray stripe in the center with a centered star.

17. Pandemic Citation

The Pandemic Citation is issued to officers who served during the Covid-19 pandemic. The issued ribbon for officers is a blue and green ribbon with the letter P attached in the center. Non-sworn employees will be issued a pin. Awards will be issued once the pandemic ends.

18. Lifesaving Award

The Lifesaving Award is given to members of the Department who save a human life through any of the following interventions:

- Rendering immediate medical care or cardiopulmonary resuscitation, CPR. The victim's injury must be serious enough that, absent immediate medical care, the victim would have likely died and emergency medical services personnel were not available to provide care. Routine medical care or routine assistance at the scene of an accident does not qualify for this award.
- Intervening to save the life of a suicidal person or person in mental crisis through either negotiation or direct action. For this award to apply, the person must possess the ability to inflict fatal injury upon themselves or others at the time of the incident and the officer's actions must be both appropriate and within departmental policy.
- Intervening to save a life through other means which may not qualify for other

award categories. The Awards Committee will have the final determination on what qualifies as a lifesaving action, deserving an award.

An award ribbon (white with a 3 evenly spaced vertical red stripes) and an appropriate certificate shall be presented to each sworn employee receiving the award. Non-sworn employees shall only receive the certificate. This award will be presented by the Chief of Police during the quarterly awards ceremony.

Departmental members who have previously been recognized with either a Merit Award or Unit Citation for lifesaving actions which meet the above criteria may petition the Awards Committee for conversion of the award to the Lifesaving Award.

Departmental members shall send an inter-departmental memorandum to the Awards Committee along with appropriate documentation to convert to the Lifesaving Award. Converted awards shall not be presented at the quarterly awards ceremony.

19. Good Conduct Award

To be eligible for this award, an employee must have:

- Received an overall rating of "Exceeds Satisfactory" or higher in the past two consecutive annual performance appraisals
- Not received any sustained disciplinary actions, including preventable Departmental accidents, within the past 24 months from the date of the PPA

An employee may petition for a Good Conduct Award by submitting a memorandum to their supervisor. It is the employee's responsibility to initiate the process.

The supervisor shall confirm the employee's eligibility by:

- Reviewing the employee's PPAs for the preceding two years
- Contacting the Internal Affairs Division (IAD)

Inquiries to IAD shall not be made more than thirty days prior to the employee's anniversary date. Supervisors may be required to email or submit a written request to IAD to confirm an employee's eligibility. IAD will respond to the supervisor via email or memorandum.

Once the employee's eligibility is confirmed, the supervisor shall complete an Award Nomination Form. This award is classified as a "Special Achievement Award" in Section I of the Award Nomination Form. Copies of the employee's applicable PPAs and the written approval from IAD shall be attached to the form. Completed Award Nomination Forms shall be submitted through the chain of command to the Special Projects Coordinator. The Awards Committee shall not review the nomination.

This award may be bestowed annually. The award does not replace the Outstanding Performance Award and may be granted concurrently.

All recipients shall receive an appropriate certificate and the granting of two days of annual leave to be used within 60 days of the award.

In addition to the above, sworn recipients shall receive an award ribbon (blue with one white vertical stripe at each end) and non-

sworn recipients shall receive an appropriate memento.

20. Non-Departmental Award

Officers who have received honors or awards from outside organizations may be issued a Non-Departmental Award ribbon (orange with one black vertical stripe at each end) to be displayed in recognition of the honor.

The honors for which this ribbon may be issued include:

- Awards bestowed by civilian organizations for police-related service
- Awards bestowed by other law enforcement agencies
- Combat gallantry decorations from the United States military

Military decorations are limited to:

- Congressional Medal of Honor
- Distinguished Service or Flying Cross
- Purple Heart
- Silver or Bronze Star

The honors may have been bestowed before or during an officer's tenure with PGPD.

Officers who have received non-Departmental honors may submit an Award Nomination Form on their own behalf, requesting issuance of the award ribbon. The nomination shall fully explain the reasons for the honor and all available corroborating documentation shall be attached. The Awards Committee shall determine whether the honor merits the issuance of a Departmental ribbon.

Award ribbons issued by other police agencies, the military or civilian organizations are not authorized for display upon Departmental uniforms.

21. Departmental Service Award

To commemorate years of service, the Departmental Service Award has been established. This award recognizes years of service to the Prince George's County Police Department in multiples of five.

Upon completion of five years of service to the Department, sworn employees may display the Departmental Service Award ribbon (gold with a vertical black stripe at each end, with a brass "5" affixed in the center). Upon completion of another five years of service, the brass "5" shall be replaced with a brass "10." Subsequent five year periods of service shall be denoted by a brass "15," "20," "25," etc., as appropriate.

Military service and service with other agencies shall not count toward years of service for this ribbon.

Officers may obtain service-related ribbons and brass numbers directly from the Clothing and Supply Unit. An Award Nomination Form need not be completed in this instance.

22. Military Service Award

This award recognizes the efforts of sworn and non-sworn employees of the Prince George's County Police Department who are serving or have served in the U.S. military, both here and abroad.

To be eligible for this award, employees must be currently enlisted in the military or have been honorably discharged. Employees must provide a copy of their DD-214 and other supporting documents. It is the

employee's responsibility to initiate this process.

Employees who served in combat will have a combat designation on their award. In order for officers to receive the combat designation, they must meet the eligibility requirements set forth by The American Legion.

Supervisors shall confirm an employee's eligibility and complete an Award Nomination Form, attaching the required documentation. This award is classified as an "Honorary Award" in Section I of the nomination form. Completed forms shall be forwarded through the chain of command to the Special Projects Coordinator. The Awards Committee shall not review the nomination.

Sworn employees receiving this award shall receive an appropriate certificate and award ribbon (red, white, and blue in color). The ribbon will not distinguish the branch of service, but will have a combat designation, if applicable. Non-sworn employees shall only receive a certificate.

23. Civilian Employee of the Year

The Civilian Employee of the Year is selected from among those non-sworn employees nominated for Civilian Employee of the Year between December 1 and January 15 or for lesser awards during the calendar year. The award may be bestowed either on the basis of overall quality of service during the year or for a single extraordinary act or contribution.

Non-sworn employees shall be eligible for this award regardless of grade, assignment, or union affiliation. The recipient of this award may be the same individual who receives the PCEA Civilian Employee of the Year Award.

This award is recognized by the presentation of a certificate by the Chief of Police at an appropriate ceremony, and the granting of three days annual leave to be used within 60 days of the award.

24. Employee of the Month

The Awards Committee shall select one sworn employee and one non-sworn employee as "Employee of the Month" at each of its meetings. Recipients shall be chosen from the nomination forms received each month. Employees may be nominated specifically for this award or be selected from other award nominees.

This award is recognized by the presentation of an appropriate certificate by the Chief of Police and the granting of one day of annual leave to be used within 60 days of the award.

25. Dedicated Attendance Award

An employee who has not used sick leave during a consecutive 12-month period may petition for a Dedicated Attendance Award by submitting an appropriate memorandum to their supervisor. It is the employee's responsibility to initiate the process within 30 days of the 12-month period's conclusion.

The supervisor shall confirm the employee's eligibility and complete an Award Nomination Form attaching the required documentation. Completed nomination forms shall be submitted through the chain of command to the Special Projects Coordinator. The Awards Committee shall not review the nomination.

This award is recognized by the issuance of an appropriate certificate and by converting three days of the employee's sick leave to three days of annual leave.

26. Outstanding Performance Award

An employee who has received an overall rating of "Outstanding" in the past two consecutive annual performance appraisals may petition for an Outstanding Performance Award by submitting an appropriate memorandum to their supervisor. It is the employee's responsibility to initiate the process. This award may be bestowed annually.

The supervisor shall confirm the employee's eligibility and complete an Award Nomination Form attaching the required documentation. Completed nomination forms shall be submitted through the chain of command to the Special Projects Coordinator. The Awards Committee shall not review the nomination.

This award is recognized by the granting of three days of annual leave to be used within 60 days of the award.

27. Outstanding Citizenship Award

Any employee may nominate a private citizen for an Outstanding Citizenship Award as a means of recognizing that citizen's contribution to the public or the Department. The citizen's actions may be heroic or may reflect an unusual degree of cooperation or assistance in an operational, administrative, or community service action. Nominations shall be submitted on the Award Nomination Form.

This award is recognized by the issuance of an appropriate certificate. The Chief of Police or their designee shall make presentations in a ceremony befitting the award.

28. Certificates of Appreciation

Commanders/Managers may confer Certificates of Appreciation upon employees in recognition of commendable performance in cases where other Departmental awards are not bestowed. In such cases, a nomination form shall not be submitted, as action by the Awards Committee shall not occur.

The Commander/Manager shall ensure a copy of the certificate, accompanied by a letter of commendation, is placed in the employee's personnel file. The Commander/ Manager shall also forward a memorandum to the Awards Committee and the Office of the Chief informing them of their actions.

29. Letters of Commendation

Any employee or member of the public may write a Letter of Commendation for an employee. Commanders/Managers shall acknowledge receipt of such letters with a congratulatory letter to the commended employee. A copy of the original letter of commendation shall be attached to the Commander's/Manager's letter. A copy of the letters shall be placed in the employee's personnel file.

Letters of Commendation do not require the submission of a nomination form. A nomination form shall only be submitted if the commended employee is being nominated for higher awards. The Awards Committee does not automatically review Letters of Commendation.

Commendations Initiated by Citizens

A Letter of Acknowledgment shall be sent to the correspondent from the employee who received the letter. If the letter is not directed to an individual employee, the Commander/Manager shall acknowledge the correspondence.

Copies of the Letter of Commendation and Letter of Acknowledgment shall be distributed as follows:

- The employee commended, through their Commander/Manager
- The employee's agency personnel file
- The Commander, Bureau of Administration (BOA)
- The Commander, BOA, shall reproduce, and maintain for 30 days, duplicate copies of all incoming commendation correspondence for review by the Chief of Police and/or the Awards Committee.

Commanders/Managers receiving notification or correspondence of extremely unusual or heroic police performance may, in addition to the steps above, send a copy of the correspondence directly to the Chief of Police.

Intra-Departmental Commendations

Any employee wishing to commend another employee shall document the reasons for the commendation and refer the correspondence to the respective Commander/Manager.

Commanders/Managers receiving this correspondence shall acknowledge and process it in a fashion consistent with the section ***Commendations Initiated by Citizens*** above.

Commendation Directed to a Citizen

Any employee who wishes to commend a citizen or an officer of another police agency shall direct a letter to the Chief of Police citing the details and reason for the commendation.

The Chief of Police may initiate a letter to the citizen or police department involved.

A copy of the recognition letter shall be sent to the originating correspondent.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- Prince George's County Administrative Procedure #216

Administrative Procedure #216
Award Type Matrix

Administrative Procedure #216 Award Type	**Departmental Award Name**
Creativity Award	Chief's Award – given to reward cost cutting suggestion(s)
Employee of the Month	Employee of the Month Award
Employee of the Year	• Civilian Employee of the Year • Police Officer of the Year
Exemplary Performance Award	Outstanding Performance Award
Honorary Award	• Award of Merit • Chief's Award • Critical Injury/Injury Citation • Departmental Service Award • Memorial Medal • Military Service Award • Non-Departmental Award • Outstanding Citizenship Award
Special Achievement Award	• Chief's Special Achievement Award • Division Award • Good Conduct Award • Lifesaving Award • Unit Citation • Valor Medals (All)
NONE	• Certificate of Appreciation • Letter of Commendation • Participation Awards (such as Baltimore or University of Maryland Citation)

10. DEPARTMENTAL VEHICLES

(November 2025)

I. POLICY

Authorized employees may operate Departmental vehicles. The Chief of Police delegates authorization for the use of vehicles to Commanders/Managers. All employees operating Departmental vehicles shall possess a valid driver's license issued by the jurisdiction of their permanent residence. The license shall be appropriate for the class of vehicle being operated.

Unless prohibited by law, officers operating Departmental vehicles shall be armed with an authorized firearm.

II. CHECKLIST (N/A)

III. DEFINITIONS

Pool Vehicle: A Departmental vehicle not assigned to an individual employee under the provisions of the Personal Car Program

Surveillance Vehicle: A vehicle used for covert activity that is not recognizable as a police vehicle

IV. FORMS

- Compensation Request Form (PGC Form #2757)
- Vehicle Inspection Sheet (PGC Form #396)

V. PROCEDURES

Employees shall operate Departmental vehicles responsibly and courteously. All applicable provisions of the Maryland Transportation Article and Departmental directives shall be obeyed.

Any sworn Supervisor who sees a vehicle being operated in a manner reflecting unfavorably on the Department or creating an unnecessary hazard may stop the vehicle and take steps to ensure compliance with the Maryland Transportation Article and Departmental directives.

If the operator is unable or not willing to comply as directed, another employee shall drive the vehicle to a police facility. The sworn Supervisor shall notify the operator's Commander/Manager prior to the end of their tour of duty.

1. Equipment

Required

Officers shall ensure that Departmental vehicles contain a sufficient supply of forms and all necessary equipment needed to perform their duties. Patrol vehicles shall be equipped with the following issued items maintained in working order:

- Charged fire extinguisher – *Automotive Services Unit*
- Coverall uniform – *Clothing and Supply Unit*
- Fingerprint kit – *Clothing and Supply Unit*
- First-aid kit – *Automotive Services Unit*
- Flares – *District Stations*
- Flashlight – *Clothing and Supply Unit*
- Hazardous Materials Guidebook – *Training and Education Division*
- Police Identification Arm Band – *Clothing and Supply Unit*
- Police radio – *PSC*
- Raincoat – *Clothing and Supply Unit*
- Reflective vest – *Clothing and Supply Unit*

- Resuscitation kit (mouthpiece) – *Clothing and Supply Unit*
- Riot helmet – *Clothing and Supply Unit*
- Evidence collection kit – *Clothing and Supply Unit*
- Complaint Information Brochures – *District Stations*
- Personal Protective Equipment – *Training and Education Division*
- Tactical Emergency Casualty Care (TECC) Kit – *Training and Education Division*
- EZ Pass Transponder – Automotive Services Unit

Employees needing to replenish supplies shall obtain them from the appropriate unit or Division. For equipment that is lost, damaged, or stolen, officers will comply with the procedures detailed in **VOLUME I, CHAPTER 22. INTERNAL INVESTIGATIVE PROCEDURES,** Section **11. Lost, Damaged, or Stolen Equipment.**

Optional

Battery booster cables may be kept in Departmental vehicles.

Prohibited

When operated on-duty, the following items are prohibited within any Departmental vehicle:

- Televisions or portable video players

Employees shall not store or transport prohibited items or equipment in Departmental vehicles.

Tolls and Fees

Transponders allow Departmental vehicles to access Maryland toll roads without incurring tolls or fees. However, travel outside of Maryland may result in toll charges. The employee assigned to the Departmental vehicle at the time the toll is incurred is responsible for all out-of-state travel costs, regardless of duty status. Employees who take vehicles out of Maryland while subject to call-back remain responsible for all out-of-state travel fees.

The Department provides EZ Pass transponders for use in Departmental vehicles only. These transponders are assigned to specific Departmental vehicles, not employees. Transponders will be permanently affixed to the top center of the front windshield near the passenger side of the rear-view mirror. Employees shall not remove a transponder from its assigned Departmental vehicle without permission from the Automotive Services Unit. Incurred tolls will be submitted through the Office of Central Services for payment by the Department.

Transponders shall be noted on the vehicle inspection reports. Lost or stolen transponders shall be immediately reported to a Supervisor who shall notify the Automotive Services Unit. The use of Departmental transponders in privately owned vehicles is strictly prohibited and constitutes theft of services.

Once an employee is notified of an outstanding toll or fee, failure to make the required payment within 30 days will be grounds for removal from the Personal Car Program and may subject the employee to disciplinary action. An employee's Deputy Chief may authorize the payment of tolls and fees by the Department for out-of-state tolls incurred during official duties on a case-by-case basis.

2. Onboard Vehicle Devices

Telematics

Selected Departmental vehicles are equipped with an onboard vehicle telematics tracking device, which plugs into the vehicle's onboard diagnostics (OBD) terminal. The telematics will report data to AT&T's Fleet Complete Web Portal. The vehicle telematics tracking device reports data related to maintenance records, vehicle safety, and location. Employees shall not tamper with the vehicle telematics tracking device for any reason.

Assigned vehicle operators and their Supervisors may receive email notifications from AT&T's Fleet Complete, including:

- Required maintenance needs and notifications to schedule maintenance
- Explanations for various warning lights appearing on the dashboard (i.e., Check Engine)
- Alerts for vehicle recalls
- Vehicle operation safety report cards, which includes information on vehicle operations such as excessive speed, hard braking, and seatbelt usage
- Requests to complete monthly vehicle inspection reports

Removal of this device from a vehicle without authorization from the Commander/Manager of Automotive Services Unit shall be considered insubordination and shall subject the employee to administrative discipline.

Advanced Vehicle Location (AVL) System

Selected Departmental vehicles are equipped with an Advanced Vehicle Location (AVL) system. The AVL system is a GPS-based tracking technology integrated with the Department's Computer-Aided Dispatch (CAD) system, providing real-time location data for Departmental vehicles. Employees shall not tamper with the vehicle AVL system for any reason.

AVL data shall be stored securely in accordance with Department retention policies. Access to historical data requires Supervisor authorization, and officers shall be notified when such data is accessed. Any data used for training purposes shall be anonymized to protect officer privacy.

Discipline

Onboard vehicle devices are not installed on Departmental vehicles for disciplinary purposes. Commanders, Supervisors, or Managers shall not use information from onboard vehicle devices for disciplinary purposes without first providing a warning to the vehicle operator. **(*See*: VOLUME I, CHAPTER 11. DISCIPLINE)**

There are three categories of policy violations which may be identified using vehicle telematics devices:

- Failure to maintain equipment
- Dangerous, Reckless, or Negligent Operation of a Departmental Vehicle
- Presence of the vehicle at a location that is prohibited by existing Departmental policy

There are two categories of policy violations which may be identified using AVL:

- Failure to maintain equipment
- Failure to arrive on scene in a timely manner

Assigned vehicle operators and Supervisors shall use the vehicle's safety report card to

evaluate their driving habits and correct behaviors where appropriate. Commanders, Supervisors, or Managers are encouraged to use counseling and retraining for safety related violations instead of resorting to discipline.

3. Vehicle Use Provisions

Duty Status

Employees may operate Departmental vehicles while in full duty status or while on administrative leave. Employees on disability leave, light duty, or whose police powers have been suspended shall not operate Departmental vehicles.

Prohibited Uses

- Carrying of excessive loads or objects that protrude from the vehicle, unless transporting property or evidence
- Using a drive-through lane at any business that uses them to dispense alcoholic beverages
- Operation by employees who have consumed alcoholic beverages
- Political campaigning, fund-raising, or electioneering
- Operation by any off-duty Departmental employee outside of Prince George's County unless authorized for a specific one-time event such as training, by the employee's Commander/Manager

On-duty Use Out of County

Employees may remove Departmental vehicles from the County for official business. This includes traveling in areas adjacent to the County border while on-duty or performing follow-up investigations. Notification to PSC shall not be made unless deemed necessary for employee safety purposes. Authorization must be obtained from the appropriate Commander/Manager for other on-duty use outside of the County, such as attending an assigned function or a one-time training event. Any other use of a Departmental vehicle outside the County must be approved by the appropriate Deputy Chief.

If more than one employee is assigned to attend the same out-of-county function, they shall notify their chain of command in advance. If approved, their Supervisor shall then arrange the use of the minimum number of vehicles for the function.

Off-duty Use

When operating Departmental vehicles off-duty, employees shall monitor the police radio channel serving the area in which they are traveling.

Off-duty employees responding to calls or handling incidents shall notify the dispatcher so that their activities can be coordinated with on-duty units.

Employees may respond to emergencies. If immediate action is necessary, the off-duty employee shall take the appropriate action. For routine incidents, the off-duty employee may request that an on-duty employee respond. The off-duty employee shall await the on-duty employee's arrival if necessary. The sector Supervisor shall have the off-duty employee relieved as soon as operations permit.

Off-duty employees shall not take Departmental vehicles out of the County without approval. Commanders/Managers may authorize use of a Departmental vehicle outside of the County for a specific one-time event such as training. Any other use outside the County must be authorized by a

Deputy Chief, with approval of the Chief of Police.

Leave

When an employee will be away from the County for more than 30 days, their Supervisor shall ensure that the employee's assigned vehicle is stored in a secure location. The appropriate Commander/ Manager may require the employee to leave the vehicle in a specific location or make it available for use by other employees.

Employees on disability leave or light duty shall not operate Departmental vehicles.

When an employee is on sick leave, disability leave, or light duty for more than seven working days, the Commander/ Manager may use the employee's issued vehicle for up to 30 calendar days. The vehicle should only be used after all available pool vehicles have been placed in service. If the employee has not returned to full duty at the end of 30 calendar days, the Commander/Manager shall have the vehicle delivered to the Automotive Services Unit.

Retention beyond the periods specified above requires the approval of the affected Deputy Chief with concurrence of the Assistant Chief.

4. Operation

Use of Emergency Equipment

Employees are permitted to use emergency equipment:

- To signal police presence
- To direct movement of persons, animals, or vehicles
- To provide supplemental lighting
- To warn persons of danger
- While operating priority in response to an emergency or in pursuit of a violator/suspected violator

In these circumstances, employees are permitted to activate emergency lights, spotlights, hazard flashers, sirens, the public address system, or a combination of the above in accordance with the provisions established in the General Order Manual and the Maryland Transportation Article.

When handling incident scenes, employees may use hazard flashers alone or emergency lights flashing only to the rear if the safety of the employee or the public would not be jeopardized. This may be done to prevent rubbernecking by motorists or the drawing of a crowd.

Restraint Systems

Employees operating Departmental vehicles shall use the seatbelt/shoulder harness to comply with the Maryland Transportation Article.

Child safety seats shall not be kept in the passenger compartment of Departmental vehicles being used on-duty unless the employee is transporting a child that requires the use of the seat. Rear-facing child safety seats shall not be placed in the front passenger seat of any Departmental vehicle having a passenger-side air bag.

Parking

During routine operations, employees shall obey all parking regulations.

During emergencies, Departmental vehicles shall not be parked in a manner that unnecessarily interferes with traffic or impedes the response of other emergency vehicles. If a Departmental vehicle is

double-parked or parked in a restricted area, the vehicle's hazard flashers shall be activated.

Securing Vehicle & Equipment

Employees shall ensure that Departmental vehicles are locked, and their contents secured whenever they are left unattended. When the vehicle is left unattended for more than two hours, the employee shall lock their portable police radio in the trunk or remove it from the vehicle.

Red Light Camera Violations

Appropriate discipline will be imposed according to the Department Disciplinary Matrix. (***See*: VOLUME I, CHAPTER 11. DISCIPLINE**)

Employees Responding Priority

Employees shall ensure that they do not drive with reckless disregard for the safety of others. When responding priority, employees shall not proceed through any intersection, or drive against the direction of traffic signals or traffic control devices without first slowing or stopping. The driver must make certain that no other vehicles or pedestrians will be encountered before proceeding.

Employees are prohibited from entering any controlled intersection at a high rate of speed. Any employee entering a controlled intersection at 30 mph or greater will be in violation even when the employee is justified to proceed through the red light. Pursuits and Signal 13s will be reviewed on an individual basis.

5. Personal Car Program

(Automotive Services Unit SOP)

All officers are eligible to participate in the Personal Car Program. Initial issue of a Departmental vehicle is based on vehicle availability and assignment.

Whenever a participant in the Personal Car Program changes assignment (permanently or TDY) the appropriate Deputy Chief or their Assistant Deputy Chief shall contact the Automotive Services Unit to determine if a change of vehicle is appropriate.

The Chief of Police may authorize personal assignment of a Departmental vehicle to any employee. Only the Chief of Police may make exceptions to the provisions of the program.

Participants shall not make any mechanical or electrical adjustments or add equipment to their assigned vehicle unless authorized by the Automotive Services Unit. Participants shall sign for receipt of the provisions.

Participants in the Personal Car Program shall keep the interior and exterior of the vehicle clean. They shall wash their assigned vehicles at personal expense. Participants shall ensure that all equipment is maintained in working order. Participants shall not:

- Hang any item on the rear-view mirror or bracket
- Place any object on top of the dashboard while the vehicle is in motion
- Affix any object, clip, or holder to the front of the dashboard
- Hang or mount any radar device, camera, or other device within the area from the windshield to the seat back

- Mount or display toys, symbols, or pennants anywhere in or on the vehicle

Departmental vehicles are not authorized to have after-market tint without prior approval from the Chief of Police.

These prohibitions are intended to keep the passenger compartment clear in case of air bag deployment.

Central Vehicle Fleet Maintenance personnel will contact the Automotive Services Unit when any violation regarding vehicle equipment is observed.

Black tape to represent a mourning band may be placed across the PGPD seal and across the words "County Police" to honor PGPD officers killed in the line of duty. The band is authorized for 30 days from the End of Watch. Officers must ensure that the tape they use is easily removed and does not cause damage or leave a lasting mark.

The County Risk Management Program permits citizens to ride with off-duty employees in their Departmental vehicles. The operator of the vehicle is responsible for the conduct and appearance of their passengers while in the vehicle.

Employees assigned to SOD, who are subject to call-out, are authorized to operate their assigned cruisers outside of Prince George's County. This authorization is limited to the following:

- Emergency Services Team (EST)
- Canine Section

Leased Car Program

Leased vehicles will be issued through the Automotive Services Unit. Leased vehicles may not be switched for any reason without prior authorization of the Commander/Manager, Automotive Services Unit. The Commander/Manger, Automotive Services Unit shall be contacted by phone or email. Employees issued a leased vehicle shall abide by the Leased Vehicle Policy. This policy will be provided to all employees issued a leased vehicle by the Automotive Services Unit.

Residence Outside of Prince George's County

Officers residing outside of the County may participate in the Personal Car Program. They shall not drive their issued vehicles outside of the County unless authorized to do so by their Deputy Chief, with the approval of the Chief of Police. The vehicle must be secured at an appropriate location within the County when the officer is not on-duty. Examples include a police or fire station (with the approval of the facility's commander) or at the home of an employee who resides in the County.

Officers who reside outside of Prince George's County are authorized to drive their assigned vehicles for work purposes (including overtime, court appearances, and secondary employment) while in Prince George's County. Officers who reside outside of Prince George's County shall not operate their issued vehicles for non-work purposes while off-duty without the authorization of their Deputy Chief with the approval of the Chief of Police.

Residence Outside of Prince George's County – Canine Handlers Assigned to SOD

Canine Handlers assigned to the Special Operations Division's Canine Section, who reside outside of Prince George's County are

authorized to use their assigned vehicles to drive to and from work (including overtime, court appearances, and secondary employment), provided that the canine handler's residence is within thirty aeronautical miles of the geographic center of Prince George's County (Pennsylvania Avenue at the Beltway).

SOD Canine Handlers that reside outside of Prince George's County are prohibited from using their assigned vehicles outside of the County while off-duty, unless they are participating in a canine-related activity (e.g., veterinary appointments, canine training, canine competitions, etc.). Exceptions to this directive shall only be granted by the Chief of Police.

Overtime

(Federal Fair Labor Standards Act (FLSA))
(Negotiated Labor Contract)

Participants in the Personal Car Program involved in incidents while off-duty do not receive overtime compensation for the first two hours. They may be compensated for work performed beyond two hours. Before the initial two hours have passed, participants shall contact an on-duty Supervisor who shall, if operations permit, have the off-duty participant relieved. If operations require the participant to remain beyond two hours, the on-duty Supervisor shall sign the participant's Compensation Request Form.

Officers who are not participants in the Personal Car Program may be compensated for all hours during which they are involved in off-duty incidents.

Officers working Secondary Law Enforcement Employment (SLEE), whether participants in the Personal Car Program or not, are not eligible to earn overtime pay for incidents related to that employment.

Removal from the Program

Violations of any of the provisions of this directive may result in removal from the Personal Car Program. The decision to remove a participant from the program shall be made by a command officer the rank of Captain or above.

6. Vehicle Maintenance

(Administrative Procedure 603)

Employees are responsible for ensuring that their assigned vehicles receive maintenance. Proper engine fluid levels must be verified at least once a week, and more often for vehicles used for patrol.

Employees shall ensure that their assigned vehicles are scheduled to receive preventative maintenance as required by this section and the Office of Central Services. Preventative maintenance shall occur as follows:

- Marked police vehicles – every 5 months or 4,000 miles, whichever occurs first
- Unmarked police vehicles – every 6 months or 6,500 miles, whichever occurs first

When a vehicle is left at the Central Vehicle Maintenance Facility for service, the operator shall clear the interior and trunk of all items that would interfere with the service. The police radio, loose equipment, firearms, and personal valuables shall be removed from the vehicle. All scheduled maintenance shall be performed while the employee is off duty. On-duty repairs require Supervisory notification and approval.

Preventive maintenance appointments should be scheduled when employees can promptly pick their vehicles up from Fleet.

Vehicles should not remain at the Fleet facility for an extended period after the driver has been notified that the work has been completed.

When checking a vehicle into Fleet, employees must provide a reliable contact number for notification upon completion. If an employee expects to be unavailable for an extended period, they must include the name and contact number of someone authorized to pick up the vehicle on their behalf.

Employees shall not make any mechanical or electrical adjustments or add equipment to their assigned vehicle unless authorized by the Automotive Services Unit.

Employees shall not change the configuration of the lenses on the emergency light bar. The vehicle operator is responsible for the correct position of the lenses. Employees with questions concerning the proper configuration should contact the Automotive Services Unit for guidance.

County Fueling System

Employees shall use their assigned personal identification number to access the County's automated fuel system. The system prompts the user for a series of codes, which employees must provide, in addition to the vehicle's current mileage. The system tracks fuel used, and miles traveled, so it is important that the information provided is accurate. Employees shall not divulge their personal identification number to others.

If an employee causes damage while fueling equipment, they shall immediately notify a Supervisor.

Car Washes

If car wash machinery damages a Departmental vehicle, sworn employees shall document the circumstances and the extent of the damage on a Case Report. Civilian staff shall request that an officer respond to the scene to complete a Case Report.

Glass Breakage

Automotive Services Unit does not authorize glass repair for Departmental vehicles. Employees shall obtain authorization at the Central Vehicle Maintenance Facility.

Carbon Monoxide Leaks in Vehicles

An employee complaining of illness due to fumes while operating a Departmental vehicle shall stop the vehicle as soon as possible and contact a Supervisor. The Supervisor shall:

- Comply with applicable portions of **VOLUME I, CHAPTER 15. EMPLOYEE INJURIES & ILLNESSES**
- Contact Automotive Services Unit to arrange for carbon monoxide testing of the vehicle

Automotive Services Unit Responsibilities

Upon notification by a Supervisor, Automotive Services Unit personnel shall request that the County Health Department Division of Air-Quality Control test the vehicle for carbon monoxide leaks.

The Health Department will provide the results of the test to the Automotive Services Unit. If the test discloses unacceptable levels of carbon monoxide or noxious gasses, the vehicle shall be removed from service until repairs are completed. Only the Automotive Services Unit may authorize placing the vehicle back in service.

7. Civilian Operation

Use of Departmental vehicles by Civilians is subject to the following restrictions:

- Employees assigned a take home vehicle shall only use it for commuting to and from work, or for official business
- Operation of marked vehicles is prohibited, except for official use by members of Automotive Services Unit, Civilian evidence technicians, and Security Officers
- Only Civilian evidence technicians may operate priority response
- Vehicles shall not be taken out of the County without prior approval from the employee's Commander/Manager for work related assignments, such as attending an assigned function or a one-time training event. Any other use of a Departmental vehicle outside the County must be approved by the appropriate Deputy Chief.
- Employees operating vehicles with police radios shall familiarize themselves with proper radio procedures, and may use the police radio to report emergencies
- The employee shall comply with all applicable provisions regarding Departmental vehicle operation

8. Pool Vehicles

Pool vehicles are assigned to Districts/Divisions and are intended for use by:

- Participants in the Personal Car Program whose issued vehicles are not available or are inappropriate for use in a TDY assignment
- Employees who are not participants in the Personal Car Program

Commander's/Manager's Duties

Commanders/Managers shall ensure that:

- Monthly inspections are performed on pool vehicles under their control
- Vehicles are washed as needed
- Preventative maintenance is completed

Pool Vehicle Use

Prior to a tour of duty, employees operating pool vehicles shall:

- Check engine fluid levels
- Inspect the exterior for body damage and tire condition
- Inspect the interior for recovered property, items of evidence, or personal property left by others
- Notify their Supervisor of unreported damage

A Vehicle Inspection Sheet shall be used to document the inspection.

Identifiable personal property shall be returned to its owner. Unidentifiable personal property shall be submitted to the Staff NCO.

Recovered property or evidence shall be handled in accordance with the provisions contained in **VOLUME II, CHAPTER 47. PROPERTY & EVIDENCE**.

When returning the vehicle after a tour of duty, the employee shall:

- Ensure the vehicle is fueled
- Inspect the interior for items left by others
- Remove their issued and personal items
- Secure the vehicle

9. Special Use Vehicles

Directives governing special vehicles, such as those used by SOD, are maintained by the component responsible for the vehicle's use and maintenance.

Surveillance Vehicles

Surveillance vehicles may be used during any police operation involving covert activity that may contribute to operational success. The vehicles shall not be used for traffic stops, nor should criminal arrests be made via traffic stops with these vehicles. Officers operating surveillance vehicles shall ensure that:

- Police uniforms or equipment in the vehicle are hidden from view
- Vehicles are not parked in reserved police parking spaces or other spaces used exclusively for Departmental vehicles

Departmental Vans

With Supervisory approval, vans with police markings and Department insignia may be used for:

- Patrol
- Transporting prisoners, assuming the vehicle has appropriate restraints
- Transporting equipment unsuitable for transport in a car

Officers approved to operate Departmental vans shall inspect the vehicle to ensure that the interior and exterior are in a suitable condition for use. The officer shall:

- Check engine fluid levels
- Inspect the exterior for body damage and tire condition
- Inspect the van's detainee compartment for recovered property, items of evidence, or personal property left by others
- Ensure the lights and radio are operational
- Ensure the van's first-aid kit and fire extinguisher are immediately available
- Notify their Supervisor of unreported damage

A Vehicle Inspection Sheet shall be used to document the inspection. Any deficiency identified shall be reported to the Staff NCO.

Departmental Trucks/Station Issued SUVs

These vehicles shall not be used for:

- Patrol
- Priority Response
- Transporting prisoners

These vehicles should not be used as primary patrol vehicles. These vehicles are only to be used to tow/haul needed work related equipment that is not conducive to a regular patrol vehicle. (i.e., VMS boards, supplies for community events, large, recovered property.) When routine patrol is suspended due to inclement weather, these

vehicles can be used for their off-road/4x4 capabilities with approval from the Division Commander. Additionally, these vehicles shall not be used for priority responses unless exigent circumstances exist.

Officers should not utilize these vehicles to transport prisoners.

VI. REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 41.2.1, 41.3.2,

Reference:

- Automotive Services Unit SOP
- Negotiated Labor Agreement Between FOP 89 and Prince George's County, Maryland

11. DISCIPLINE
(October 2026)

The Department has the responsibility to identify and discipline employees whose conduct discredits the Department or impairs its operation. The rights of the employee and the public must be preserved. Any investigation or hearing arising from a complaint must be conducted fairly and openly, consistent with applicable legislation.

I. CHECKLIST (N/A)

II. DEFINITIONS
(CALEA 26.1.4)

Abusive Language: Harsh, violent, profane or derogatory language that would demean the dignity of any person

Abuse of Position: On- or off-duty officer conduct in which authority or position is used for financial gain to obtain or grant privileges or favors, avoid consequences of illegal acts committed by themselves or others, or to barter, solicit, or accept any goods or services such as gratuities, gifts, discounts, rewards, or fees for themselves or others

Conduct-Related Offenses: Violation or failure to comply with any duty, obligation or requirement imposing a standard of behavior on an employee by any criminal law, civil law or regulation, provided such violation bears a demonstrable relationship to the nature of the duties and responsibilities of the employee's position and or constitutes a willful, indifferent, or grossly negligent act or omission by such employee

Discriminatory Language: Demeaning, derogatory or abusive language, or other unbecoming conduct relating to the race, color, national origin, gender, religion, sexual orientation, or gender identity/gender expression of a person

Extenuating Circumstance: Aggravating and/or mitigating factors that could decrease or increase the range of discipline prescribed by the Disciplinary Matrix

False Statement: Reporting or causing a report of false information, proved by evidence that such report is untrue, inaccurate, or incomplete and made with the intent to deceive, mislead, or evade

Formal Written Counseling: A form of counseling given to employees who have violated an agency's policy. The least severe form of disciplinary action and serves as a warning for violations.

Harassment: Repeated, unwanted verbal or physical annoyances, threats or demands

Inappropriate Language: Name-calling, sarcastic remarks or other unnecessary language that serves to belittle or embarrass a citizen or otherwise inflame an employee/ citizen contact

Insubordination: The PGPD is dependent on employees at all levels of the Chain of Command following orders, completing assigned tasks, and actively pursuing the goals of the Department as outlined by their immediate supervisor(s). Any refusal to carry out lawful orders as directed through the Chain of Command, may be viewed as insubordination

Investigator: Any employee who, under authority of the Chief of Police, conducts an

internal investigation and makes recommendations regarding that investigation

Letter of Written Reprimand: A formal disciplinary action issued to document an officer has violated a department policy, rule, or standard of conduct. A letter of reprimand may contain the following:

- Description of the misconduct
- State of expectations
- Warning of potential consequences

Omission of Pertinent Information: A person has an ongoing obligation to provide truthful, accurate, and complete information and reporting at all times. A person who fails to provide pertinent or relevant information or reporting due to a lack of due diligence or attention to detail is in violation of this General Order.

Performance-Related Offenses: Occur when an employee's performance has become less than satisfactory regarding the execution of any duties, tasks and/or responsibilities listed in their position description

Respondent: Any employee who is the subject of an internal investigation

Unjustified Force: Includes the use of:

a) **Inappropriate Force:** Inappropriate force is force of unreasonable scope, duration, or severity under the circumstances. It includes the continued use of force when resistance has ceased.
b) **Unnecessary Force:** Unnecessary force is force which is not needed to affect an arrest or control a situation. This includes using force when no force is necessary.
c) **Excessive Force:** Excessive force is intentional, malicious, and unjustified force resulting in injury or potential injury.

In applying the discipline matrix, an officer's conduct will be subject to discipline for the highest level of inappropriate, unnecessary, or excessive force that the facts permit.

Preponderance of the Evidence: A standard of proof, which shows that the facts or evidence to be proven is more probable than not

Training: May be a part of any non-dismissal disciplinary disposition. Training is a corrective measure to address performance deficiencies, procedural misunderstandings, or conduct issues that stem from a lack of knowledge, skill, or proper application of Department policies

Violations of Federal, State or Local Law Workplace Violence: Any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs in the workplace or arises out of the employment relationship

IV. FORMS

- Disciplinary Action Recommendation
- Request for IAD Case Numbers (PGC Form #5074)

V. PROCEDURES

1. Authority of Chief of Police

The Chief of Police is authorized to initiate and administer discipline, as well as authorize subordinate supervisors to initiate, administer or recommend disciplinary action against an employee. The Chief of Police

may authorize the following to take such actions:

- Civilian Supervisors so authorized in writing
- Corporals formally appointed in writing as OIC of a Departmental component
- Officers in acting ranks of Sergeant or above, appointed in writing as OIC of a Departmental component
- Sergeants and above
- Sworn members of the Internal Affairs Division (IAD) in conjunction with an internal investigation

2. Supervisory Limitations to Initiate Disciplinary Action

An Investigator's primary responsibility is to conduct investigations and, when necessary, recommend disciplinary action.

Disposition of investigative and disciplinary recommendations can only be authorized by the Chief of Police, except as provided in section **5. Disciplinary Action Recommendations Guide and Matrix** of this chapter.

Disciplinary recommendations shall not be presented to a respondent until authorized by the Supervisor's Commander/Manager. The Commander/Manager shall contact the Commander, IAD, to ensure that the disciplinary action recommendations proposed to the Deputy Chief are commensurate with the charged offenses.

In minor cases, the Commander, IAD recommends discipline when case numbers are obtained. Prior to the initiation of major disciplinary action, the Deputy Chief/ Executive Manager or their designee shall verbally discuss the following with the Commander, IAD:

- Facts of the investigation
- Unusual circumstances
- Charge(s)
- Offense category
- Proposed disciplinary action

The Commander, IAD, will confer with the Chief of Police to ensure discipline is consistent throughout the agency. The Commander, IAD will then notify the Deputy Chief's/Executive Manager's office to proceed with the appropriate disciplinary action. The Deputy Chief's/Executive Manager's office will document the approval process on the transmittal memorandum.

The Commander/Manager must have cleared the recommendation with the appropriate Deputy Chief/Executive Manager before presenting it to the respondent. An exception would be recommendations made in the following cases, which must be approved by the Chief of Police before presentment to the respondent:

- Abusive language
- Harassment complaints
- Use of force

3. Limitations of Authority

Officer

Those authorized to suspend, recommend or administer discipline against officers are limited in taking such action to the following:

- AWOL
- Being convicted of a crime
- Knowingly giving false statements to Supervisors or the public

- Mishandling, abuse, or theft of County property
- Omission or Pertinent Information
- Unsatisfactory performance
- Violations of provisions of written directives
- Acceptance of gratuities
- Consuming alcoholic beverages or being intoxicated on the job
- Immoral or unethical conduct reflecting unfavorably on the County as an employer
- Loss of any job requirement, license or ability, which prevents the employee from satisfactorily executing job tasks or fulfilling mandated training or certification requirements
- Membership in any organization advocating overthrow of the U.S. government by force or violence.
- Refusal to be examined by a County-authorized physician when in response to a direct order

Civilian Employees & Probationary Officers

For these employees, Supervisor-imposed disciplinary action is limited to a written reprimand for conduct-related violations. For performance or conduct-related violations where more than a written reprimand is contemplated, the Supervisor shall send a Disciplinary Action Recommendation Letter to the Chief of Police describing the facts of the investigation and the proposed disciplinary action.

Student Officers

Discipline matters for probationary student officers are handled in accordance with the Prince George's County Code.

4. Summary Punishment

Summary punishment may be imposed when all the following conditions have been met:

- Employees waive the Administrative Hearing Board and their rights and
- Employees accept punishment imposed by the highest-ranking officer of their component, and
- The facts constituting the violation are not in dispute

5. Disciplinary Action Recommendations Guide and Matrix

The guide promotes uniformity in levying certain disciplinary actions. The disciplinary matrix which follows this General Order does not include every violation, and infractions that occur outside the guide will be determined on a case-by-case basis.

The following shall be approved up the Chain of Command, with concurrence of the Deputy Chief/Executive Manager:

- Deviations from recommended disciplinary actions
- Proposed disciplinary action on cases for which the violation is not listed in the guide

When a violation is not listed, the Commander/Manager shall select an action based on the severity of the violation in comparison with violations that are listed in the guide.

Any deviations outside the Disciplinary Matrix shall be documented in writing and preserved with the adjudicated case file.

Second Level or Greater Violations

A second level or greater violation in any category, from the time that the discipline was sustained and imposed on the officer (not the date of the infraction), can result in more severe disciplinary action. The timeframe between an imposed discipline and a new infraction, that possibly results in a stiffer disciplinary action, is as follows:

- Category A – Within 24 months
- Category B – Within 36 months
- Category C – Within 48 months
- Category D – Within 60 months
- Category E – Within 60 months

In the case of Body Worn Camera violations the timeframe will be calculated based on 36 months from the time that the discipline was sustained and imposed on the officer.

In the case of a Preventable Departmental Accident, Failure to Appear for Court, or a Red-Light Camera Violation, the 24-month timeframe will be calculated from the date of offense.

Suspensions should be served on consecutive days and may not be satisfied by using annual or accrued leave.

Violations not found in the matrix will be determined by the Chief of Police or ACC after review of the definitions for each violation category. **(*See:* VOLUME I CHAPTER 2. ADMINISTRATIVE HEARING BOARDS)**

Disciplinary Action Recommendations

Category A

Recommended disciplinary action range:

- First and second offenses range from formal written counseling→ Up to 1 day loss of leave or 1 day loss of pay
- A third offense becomes a Category B offense

Category B

Recommended disciplinary action range:

- First and second offenses range from Letter of Reprimand → Up to 3 days loss of leave or 3 days loss of pay
- A third offense becomes a Category C offense

Category C

Recommended disciplinary action range:

- First and second offenses range from 2 days loss of leave or 2 days loss of Pay → Up to 5 days loss of pay
- A third offense becomes a Category D offense

Category D

Recommended disciplinary action range:

- First and second offenses range from 5 days loss of pay or 5 days loss of leave → Up to 20 days loss of pay
- A third offense becomes a Category E offense

Violations occurring prior to July 1, 2022, shall be sent to an Administrative Hearing Board unless summary punishment is accepted. **(*See:* VOLUME I CHAPTER 2. ADMINISTRATIVE HEARING BOARDS)**

Category E

Recommended disciplinary action range:

- First and second offenses range from 15 days loss of pay → Up to 30 days loss of pay
- A third offense becomes a Category F offense

Category F

Recommended disciplinary action range:

- Termination

Violation Classifications

Disciplinary actions are classified as conduct- or performance-related offenses.

When disciplinary action is intended against employees covered by provisions of the Police Civilian Employees Association (PCEA) contract, the recommended discipline shall be initiated within 90 days of:

- The occurrence of the wrongful act
- Departmental knowledge of the act
- The date on which the Department should have had knowledge of the act

The Chief of Police may hold disciplinary actions in abeyance to allow the employee to demonstrate conformance to standards.

6. Conduct-Related Offenses

Disciplinary action range for conduct-related offenses:

- Written reprimand
- Forfeiture of annual leave
- Maximum 20 days suspension without pay for a violation justifying dismissal
- Should not exceed 10 working days if issued as follow-up action to a written reprimand
- Suspension
- Dismissal
- Actions held in abeyance

7. Performance-Related Offenses

Supervisors shall rely on any one of the following factors to determine if an employee's performance has degraded to a degree warranting disciplinary action:

- Employee unjustifiably fails to execute an assignment as described within their position description
- Employee's actions, negligence, or attitude constitute a course of conduct characterized by an inability, incapability or unwillingness to maintain a minimum standard of performance regarding the quality or quantity of any of the duties listed in their position description
- Loss of any job requirement preventing satisfactory execution of job tasks, mandated training, or certification requirement
- Unsafe operation of a Departmental Vehicle, **See: VOLUME I, CHAPTER 10. DEPARTMENTAL VEHICLES**

Disciplinary action range for performance-related offenses:

- Written reprimand
- Demotion
- Salary reduction by amount equal to one step rate within the applicable salary range
- Dismissal
- Actions held in abeyance

8. Training As Part of a Disciplinary Disposition

(CALEA 26.1.4.a)

Training or remedial training may be incorporated into any non-dismissal recommendation.

The training may involve, but is not limited to:

- Targeted instruction designed to correct specific issues or behavior
- Review of relevant policies, procedures, or laws
- Practical exercise or scenario-based learning, when appropriate

All training will be documented and included in the disciplinary file.

9. Evaluating Discipline Severity

The following factors shall be considered in making disciplinary recommendations:

- Severity of the disciplinary action compared to the nature of the acts constituting the grounds for disciplinary action
- Extenuating circumstances that may lessen or increase the severity of the proposed disciplinary action
- Uniformity of the proposed disciplinary action in relation to disciplinary actions given other employees under similar circumstances
- Employee's prior history/record of conduct or performance, including prior disciplinary infractions
- When an employee's performance is marginal, their record may be considered in the determination of performance-related disciplinary action

Disciplinary Review Committee (DRC)

The DRC is composed of three command officers (appointed by the Chief of Police), and two FOP members (appointed by the President, FOP). Quorum is two command officers and one FOP member.

Appointments are for one year. The Chief of Police appoints the chairperson.

Requesting Review by Committee

The employee requesting a DRC review must waive the 30-day review by the Chief of Police, if applicable. They must make written application within 10 days of receipt of notification of proposed disciplinary action.

Disciplinary Action Review

The DRC shall schedule a meeting within five working days after receipt of a review request. It shall examine the materials transmitted by the Commander/Manager proposing the disciplinary action to ensure the proposed disciplinary action falls within prescribed disciplinary guidelines. If so, the DRC shall notify the requester, in writing, within five working days of its meeting.

If the proposed disciplinary action exceeds prescribed disciplinary action mandated by the Disciplinary Matrix, the Chief of Police

shall have previously justified the action in writing. The Chief of Police shall provide any relevant written justification(s) for disciplinary action taken outside the parameters of the Disciplinary Matrix to the DRC prior to their review of the Disciplinary Action Recommendation Guide. The Chief shall review any other recommendations of the hearing board and Commander/Manager and issue a final order. That order is then applicable.

A respondent may request a review of any DRC Committee recommendation to the Chief of Police.

DRC Duties

The DRC shall conduct:

- An annual review of the Disciplinary Action Recommendation Guide. It shall submit a report containing the findings of such review, including recommendations for revisions to the guide, to the Chief of Police no later than February 1 each year.
- A quarterly review of all recommended disciplinary actions to ensure established guidelines are being followed

10. External Appeal of Adverse Disciplinary Action

Officer: Permanent Status

All disciplinary actions or adverse actions are appealable in accordance with Department policy and other applicable law.

Officer: Probationary Status

Probationary officers may only appeal disciplinary or adverse actions alleged to be illegal or taken without the officer having received a statement or notice of the charges. Exception: Adverse actions resulting from allegations of use of force are appealable in accordance with Department policy.

Civilian Employees: Permanent Status

Permanent civilians who are members of the PCEA may appeal a disciplinary or adverse action in accordance with the grievance procedures stipulated in the PCEA contract.

Permanent civilians who are not PCEA members may appeal disciplinary actions or adverse actions in accordance with Personnel Law.

Civilian Employees: Probationary Status

Probationary civilian employees may only appeal disciplinary or adverse actions alleged to be illegal or taken without the employee having received a statement or notice of the charges.

Appeal of the AHB Decision

See: **VOLUME I, CHAPTER 2 ADMINISTRATIVE HEARING BOARDS.**

11. Duty Status

For information regarding duty status, such as, Administrative Leave, Suspension Procedures, Suspension Hearings and Restoration to Duty, ***See*****: VOLUME I, CHAPTER 23. LEAVE & DUTY STATUS.**

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 26.1.1, 26.1.4, 26.1.5, 26.1.6,

Governing Legislation:

- Maryland Code, Title 3, Sub-Title 1
- Prince George's County Code, Subtitle 16, Division 13
- Public Safety Article 3-105
- Maryland Criminal Law §3-803

Reference:

- Negotiated Labor Contracts
- Internal Affairs Division, Internal Investigations Guide

DISCIPLINE MATRIX (June 2023)

VIOLATION CATEGORY A

Categories & Descriptions	Level	Disciplinary Range Mitigating Factors	Disciplinary Range Aggravating Factors
Category A: Conduct that has or may have a minimal negative impact on operations or professional image of the law enforcement agency	ONE: 1st Violation	Formal Written Counseling	Letter of Reprimand
	TWO: 2nd Violation in 24 months	Formal Written Counseling	Up to 1 Day Loss of Leave or 1 Day Loss of Pay
	THREE: 3rd Violation in 24 months	GO TO CATEGORY B LEVEL 1	

POLICY VIOLATION EXAMPLES FOR CATEGORY A Note: The below list represents violation examples that may fall into this category
Violation associated with improper attire and grooming (uniformed/non-uniformed)
Late for duty assignment
Failure to properly care for agency vehicle, including but not limited to vehicle inspection and maintenance care
Failure of officer to provide identification when required
Failure to comply with traffic stop procedures
Loss of agency property (excluding weapon and radio)
Parking Violations

VIOLATION CATEGORY B

Categories & Descriptions	Level	Disciplinary Range Mitigating Factors	Disciplinary Range Aggravating Factors
Category B: Conduct that has or may have a negative impact on the operations or professional image of law enforcement agency; or that negatively impacts relationships with other officers, agencies, or the public	ONE: 1st Violation	Letter of Reprimand	Up to 2 Days Loss of Leave or 2 Days Loss of Pay
	TWO: 2nd Violation in 36 months	1 Day Loss of Leave or 1 Day Loss of Pay	Up to 3 Days Loss of Leave or 3 Days Loss of Pay
	THREE: 3rd Violation in 36 months	**GO TO CATEGORY C LEVEL 1**	

POLICY VIOLATION EXAMPLES FOR CATEGORY B Note: The below list represents violation examples that may fall into this category
Rude, discourteous actions towards the public or other employees to include profanity and/or obscene gestures
Officer using their official status, name, or photograph to endorse any product or service connected with law enforcement for personal gain without permission from agency
Failure to remain alert and awake on-duty
Failure to notify supervisor of the suspension, revocation, or cancellation of driver's license
Unauthorized use or wearing agency issued equipment (or use of agency insignia) while working secondary employment
Failure to make required inspection of agency vehicle for weapons/contraband prior to and after transporting a prisoner
Operating an agency vehicle beyond jurisdictional boundaries without authorization
Failure to submit required report
Failure to conduct preliminary and follow-up investigation/reporting
Improper use of Internet or other communications equipment
Working secondary employment without approval
Violation of social media policy
Failure to accept a complaint against an officer
Failure to obey traffic laws –minor, while operating an agency vehicle

VIOLATION CATEGORY C

Categories & Descriptions	Level	Disciplinary Range Mitigating Factors	Disciplinary Range Aggravating Factors
Category C: Conduct that involves a risk to safety or that has or may have a pronounced negative impact on the operations or professional image of the law enforcement agency or a member, or on relationships with other officers, agencies, or the public	ONE: 1st Violation	2 Days Loss of Leave or 2 Days Loss of Pay	Up to 4 Days Loss of Pay
	TWO: 2nd Violation in 48 months	3 Days Loss of Pay or 3 Days Loss of Leave	Up to 5 Days Loss of Pay
	THREE: 3rd Violation in 48 months	**GO TO CATEGORY D LEVEL 1**	

POLICY VIOLATION EXAMPLES FOR CATEGORY C Note: The below list represents violation examples that may fall into this category
Failure to notify or report to duty assignment – Absent without leave (AWOL)
Failure to notify agency that officer has become subject of a criminal investigation
Failure to properly secure a firearm
Unauthorized/careless use/handling/display of a weapon
Carrying an unauthorized firearm, CEW or other weapon in a vehicle or on the officer's person, on- or off-duty
Discharging of firearm in violation of policy – no injury
Failure to properly search a prisoner incident to arrest
Improper release/escape of a prisoner (no criminal intent)
Unnecessary force/excessive force resulting in unknown injury or minor injury
Failure to document or investigate a physical use of force
Engaged in secondary employment while on sick leave
Unauthorized vehicle pursuit– no injury
Dissemination of confidential information related to a criminal investigation, Criminal Justice Information System (CJIS) or Motor Vehicle Administration (MVA) to unauthorized persons

VIOLATION CATEGORY D

Categories & Descriptions	Level	Disciplinary Range Mitigating Factors	Disciplinary Range Aggravating Factors
Category D: Conduct substantially contrary to the values of the law enforcement agency or that substantially interferes with its mission, operations, or professional image, or that involves a serious risk to officer or public safety, or intentionally violates law enforcement agency policy	ONE: 1st Violation	5 Days Loss of Pay or 5 Days Loss of Leave	Up to 15 Days Loss of Pay
	TWO: 2nd Violation in 60 months	10 Days Loss of Pay	Up to 20 Days Loss of Pay
	THREE: 3rd Violation in 60 months	**GO TO CATEGORY E LEVEL 1**	
Note: Demotion and/or reduction in rank can also be considered as a part of the disciplinary penalty for Category D			

POLICY VIOLATION EXAMPLES FOR CATEGORY D Note: The below list represents violation examples that may fall into this category
Reporting to work with a measurable amount of alcohol in system, (no requirement to be legally intoxicated)
Failure to provide and/or request needed medical assistance (includes individuals not in custody)
Failure to notify agency that officer has been charged with a civil or criminal violation, whether by arrest or criminal summons
Unauthorized vehicle pursuit– with injury
Failure to report a firearm or less lethal weapon discharge (includes accidental discharges)
Failure to report an agency collision

VIOLATION CATEGORY E

Categories & Descriptions	Level	Disciplinary Range Mitigating Factors	Disciplinary Range Aggravating Factors
Category E: Conduct that involves misuse of authority, unethical behavior (not involving false reporting or false statements), or an act that could result in an adverse impact on an officer or public safety or to the professionalism of the law enforcement agency or a violation of any misdemeanor	ONE: 1st Violation	15 Days Loss of Pay	25 Days Loss of Pay
	TWO: 2nd Violation in 60 months	15 Days Loss of Pay	30 Days Loss of Pay
	THREE: 3rd Violation in 60 months	**GO TO CATEGORY F LEVEL 1**	
Note: Demotion and/or reduction in rank can also be considered as a part of the disciplinary penalty for Category E			

POLICY VIOLATION EXAMPLES FOR CATEGORY E Note: The below list represents violation examples that may fall into this category
Using official position to avoid consequences of criminal laws and/or incarcerable traffic violations
Unnecessary force/excessive force resulting in serious injury
Failure to report a use of force
Engaging in acts of retaliation
Discharging of firearm resulting in injury or death, non-criminal intent
Obstructing or hindering a criminal investigation
Obstructing or hindering internal affairs or an administrative investigation
Affiliation with any person or organization known to be involved in criminal activity

VIOLATION CATEGORY F

Categories & Descriptions	Level	Disciplinary Range Mitigating Factors	Disciplinary Range Aggravating Factors
Category F: Any violation of law, policy, rule or regulation which: foreseeably results in death or serious bodily injury; or constitutes a willful and wanton disregard of the law enforcement agency's mission, vision and values; or involves any act or omission which demonstrates a serious lack of the integrity, ethics or character related to an employee's fitness to hold their position; or involves egregious misconduct substantially contrary to the standards of conduct reasonably expected, to include those whose sworn duty is to uphold the law; or involves conduct which constitutes the failure to adhere to any condition of employment required or mandated by law, including any 18 U.S.C. § 922(g) (Lautenberg) violations	One: Any Violation	**TERMINATION**	

POLICY VIOLATION EXAMPLES FOR CATEGORY F Note: The below list represents violation examples that may fall into this category
Truthfulness: Intentionally making any verbal or written false statement during an official investigation or on any official agency document
Enforcement and/or detention of individuals based on discriminatory practices
Engaging in sexual behavior on-duty
Engaging in sexual behavior in an agency vehicle or facility, on- or off-duty
Intentional malicious and unjustified use of force resulting in serious bodily injury or death
Intentional erasing video footage and/or audio transmissions from digital video camera

equipment (BWC/In-Car Camera)
Converting property/evidence for personal use
Performing secondary employment while on-duty
Improper use of controlled dangerous substance (CDS), narcotic, or hallucinogen
Tampering or manufacturing of evidence
Knowingly participating or joining an organization that advocates, incites, or supports criminal acts or criminal conspiracies or that promotes hatred or discrimination toward racial, religious, ethnic, or other groups or classes of individuals protected by law

12. DISCRIMINATION & UNLAWFUL HARASSMENT
(July 2026)

I. PURPOSE

The purpose of this policy is to foster a healthy work environment in which all individuals are treated with respect and dignity, and to provide procedures for reporting, investigating, and resolving complaints of discrimination and all forms of unlawful harassment. All employees have the right to work in an environment free of harassment, discrimination and retaliation.

II. POLICY

It is the policy of the Department that all employees shall not engage in any acts that threaten, intimidate, harass, demean, or torment fellow employees. This agency considers harassment, discrimination, and retaliation of others to be serious employee misconduct. Any prohibited conduct covered by this policy that comes to the attention of a Supervisor shall result in an investigation. Any sustained findings of harassment, discrimination, or retaliation will result in severe discipline.

The Deputy Chief, Bureau of Administration (BOA), serves as the Department's Equal Employment Opportunity ("EEO Coordinator"). The Commander/Manager, Police Personnel Division (PPD), serves as the Assistant Equal Employment Opportunity Coordinator ("Asst. EEO Coordinator").

III. DEFINITIONS

Discrimination: Unfair or unequal treatment of persons or groups based on race, color, national origin, ethnicity, gender, marital status, creed, religion, age, sexual orientation, gender identity, pregnancy, or disability (*i.e.*, protected class status). Discrimination may be intentional or unintentional, and can occur overtly or covertly, by an act or an omission.

Harassment: Unwanted, unwelcomed, or uninvited conduct that demeans, threatens, or offends another person because of their protected class status. Harassment becomes unlawful where (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, humiliating, annoying, or abusive.[1]

Retaliatory Conduct: Conduct or action designed to serve as retribution against an employee who, in good faith, has reported or otherwise provided information regarding misconduct against another employee. In the context of this policy, retaliatory conduct includes any deliberate, purposeful actions or failures to act directed against employees that cause or that could reasonably be expected to cause physical harm, property damage, significant emotional stress, or other serious negative effect on another employee; designed to ridicule or embarrass; or could seriously impair the efficiency, safety, or effectiveness of that employee, the Department, or both. Such conduct may take many forms, including, but not limited to, harassment; persistent offensive comments, threats, or intimidation; false accusations; involuntary transfers, unit shift changes, or other temporary or permanent reassignments; denial of requested transfers or promotions; institution of disciplinary proceedings; isolation; ostracism; posting of secure or personal information on the

[1] Equal Employment Opportunity Commission (EEOC), "Harassment," https://www.eeoc.gov/laws/types/harassment.cfm.

Internet; or acts that malign or disparage an individual's reputation.

Sexual Harassment: A form of discrimination involving unwelcomed, unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that explicitly or implicitly affects employment, unreasonably interferes with work performance, or creates an intimidating, hostile, or offensive working environment. Sexual harassment includes, but is not limited to, offensive jokes, slurs, epithets or name calling, undue attention, physical assaults or threats, unwelcomed touching or contact, intimidation, ridicule or mockery, insults or put-downs, constant or unwelcomed questions about an individual's identity, and offensive objects or pictures. In addition, it includes any attempt to make submission to such conduct, either explicitly or implicitly, a term or condition of an employee's job, pay or career advancement (*i.e.*, "quid pro quo" sexual harassment).

Stereotyping: Preconceived or oversimplified generalization involving negative beliefs about a particular group or class of people. Negative stereotypes are frequently the basis for prejudicial attitudes and beliefs. It overlooks people as individuals and categorizes them as members of a group who all think and behave the same or possess the same (usually inferior) cognitive or physical abilities.

IV. FORMS

- Equal Employment Opportunity Complaint Form (PGC Form #4534)

V. PROHIBITED ACTIVITIES

1. Discriminatory Treatment

No employee shall treat any employee differently based on a protected class status.

2. Prohibited Harassment

No employee shall:

- Make offensive or derogatory comments to any person, either directly or indirectly, whether verbally, in writing, or using electronic devices or Internet services.
- Engage in activity such as slander, sabotage, ostracism, badgering, withholding resources, disruptive treatment and/or conduct that intimidates or is hostile. Nor shall any employee allow non-employees who conduct business with the Department to engage in such activity. All prohibited acts of these types will be judged based on conduct that is "objectively reasonable."
- Perform an objectively unreasonable act upon any employee based upon that employee's perceived protected class status.
- Use blogs, social networking sites, or other Internet communication devices to harass another employee. This prohibition includes the employee's use of Internet or social networking sites outside the workplace.

3. Sexual Harassment

No employee shall engage in sexual harassment in any manner or form.

VI. PROCEDURES

1. Responsibilities of Supervisors, Commanders, and Managers

Supervisors, Commanders, and Managers shall be responsible for:

- Advising employees on the types of behavior prohibited and the agency procedures for reporting and resolving complaints of harassment, discrimination, and retaliation;
- Monitoring the work environment on a daily basis for signs that harassment, discrimination, or retaliatory conduct may be occurring;
- Stopping any observed acts that may be considered harassment, discrimination, or retaliation, and taking appropriate steps to intervene, whether or not the involved employees are under their supervision;
- Utilizing all reasonable means to prevent a prohibited act from occurring when they know or should know that an employee will or may perform such an activity; and
- Taking immediate action to prevent retaliatory conduct toward the complaining party and to eliminate the hostile work environment where there has been a complaint of harassment and/or discrimination:
  - If a situation requires separation of the parties, care should be take to avoid action that punishes or appears to punish the complainant
  - If a situation requires separation of the parties, care should be taken to avoid action that punishes or appears to punish the complainant.
  - Transfer or reassignment of any of the parties involved should be voluntary if possible and, if non-voluntary, should not be taken against the wishes of the complaining party.

No Supervisor, Commander or Manager shall (i) undertake to investigate or resolve allegations of discrimination, harassment, or retaliation, or (ii) make any employment decision that affects the terms, conditions, or privileges of an individual's employment based on that person's protected class status.

Supervisors, Commanders, and Managers shall take immediate action to notify the EEO Coordinator, Assistant EEO Coordinator, IAD Commander, and Director of the Office of Integrity and Compliance of any prohibited activities that are brought to their attention.

Once a Supervisor, Commander, or Manager receives information regarding conduct that may violate this policy, they are responsible for taking action, regardless of whether the reporting employee wants any action taken on their behalf. Circumstances in which the victim is underage require immediate, emergency notification.

Each Supervisor, Commander, or Manager has the responsibility to assist any employee in documenting and filing a complaint of harassment, discrimination, or retaliation with the EEO Coordinator. Other than providing notification to the EEO Coordinator, Assistant EEO Coordinator, IAD Commander, and Director of the Office of Integrity and Compliance, as described above, Supervisors, Managers, and Commanders shall maintain the confidentiality of all discrimination, harassment, and retaliation complaints.

2. Employee Responsibilities

Each employee of the Department is responsible for assisting in the prevention of harassment, discrimination, and retaliation by:

- Not participating in or encouraging any action that could be perceived as harassment, discrimination, or retaliation;
- Reporting observed acts of harassment, discrimination, or retaliation to a Supervisor; and
- Encouraging any employee who confides that they are being harassed, discriminated against, or retaliated against, to report these acts to a supervisor.

Failure of any employee to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline.

3. Complaint Procedures

Any employee encountering harassment, discrimination, or retaliation is encouraged to:

- Inform the person that their actions are unwelcome and offensive; and
- Immediately document all incidents in order to provide the details for investigation.

Except as indicated below, any employee who believes that they are being harassed, discriminated against, or retaliated against shall report the incident(s) as soon as possible to a Supervisor, Manager, the Internal Affairs Division (IAD), the EEO Coordinator or Assistant EEO Coordinator, or the Director of the Office of Integrity and Compliance, so that steps may be taken to protect the employee from further actions in violation of this policy and so that appropriate investigative and disciplinary measures may be initiated. Where the immediate Supervisor is involved in the prohibited action, the employee may waive filing a complaint with that Supervisor or Manager and may proceed to a Supervisor higher in the chain of command or directly to the EEO Coordinator, Assistant EEO Coordinator, the Internal Affairs Division, or the Director of the Office of Integrity and Compliance.

Employees who falsely accuse another as a means of harassment, discrimination or retaliation shall be disciplined.

The Supervisor or other person to whom a complaint is given shall meet with the employee and document the following:

- The incident(s) complained of;
- The person(s) performing or participating in the prohibited action;
- Any witnesses to the incident(s); and
- The date(s) on which it occurred.

The employee taking the complaint shall promptly submit a confidential memorandum documenting the complaint to the EEO Coordinator, Assistant EEO Coordinator, IAD, or the Office of Integrity and Compliance.

All complaints of proscribed conduct must be investigated. Unless otherwise specified, the Internal Affairs Division shall be responsible for investigating any complaint alleging a violation of this policy. Upon receipt of a complaint of proscribed conduct, the EEO Coordinator, Assistant EEO Coordinator, or Director of the Office of Integrity and Compliance shall refer the matter to IAD for investigation. The Office

of Integrity and Compliance shall monitor such investigations. Further, IAD shall:

- Immediately and thoroughly investigate any proscribed conduct that comes to the attention of the Department. All assigned investigators must be trained to investigate Harassment, Discrimination, and Retaliation cases, and no investigators may be assigned such cases without such training;
- Immediately notify the Chief of Police if the complaint contains evidence of criminal activity;
- Include a determination as to whether a violation of this policy occurred and whether other agency members participated in or encouraged the harassment or discrimination;
- Recommend effective and appropriate discipline in any case where violations have been substantiated;
- Inform the parties involved, the Chief of Police or the Chief's designee, the Director of the Office of Integrity and Compliance, and the Office of Human Resources Management of the outcome of the investigation;
- Maintain a file of complaints in a secure location; and
- Provide the Chief of Police, the Director of the Office of Integrity and Compliance, and the Office of Human Resources Management with a semi-annual summary of these complaints.

The complaining party's confidentiality shall be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances and controlling law.

It is ***essential*** to remember this policy does not preclude any employee from filing a complaint or grievance with the U.S. Equal Employment Opportunity Commission, Prince George's County Human Relations Commission, Maryland Commission on Human Relations, Union representative, or any other appropriate outside agency. Contact for each agency is as follows:

U.S Equal Employment Opportunity Commission
GH Fallon Federal Building
31 Hopkins Plaza, Suite 1432
Baltimore, MD 21201
(410) 962-3932

Maryland Commission on Human Relations
6 Saint Paul Street, Suite 900
Baltimore, MD 21201
(410) 767-8600

Prince George's County Human Relations Commission
1400 McCormick Drive, Suite 245
Largo, MD 20774
(301) 883-6170

Prince George's County Office of Human Resources Management
1400 McCormick Drive, Suite 159
Largo, MD 20774
(301) 883-6330

4. Retaliatory Conduct

Retaliatory conduct against any employee for filing a harassment, discrimination, or retaliation complaint or for assisting, testifying, or participating in the investigation of such a complaint is prohibited by this Department.

5. Training

This Department shall provide pre-service and annual in-service training concerning the nature of harassment, discrimination, and retaliation in the workplace and prohibitions on such actions defined in the policy. Training should be tailored to specific sections within the Department, recognizing that middle- and first-line Supervisors are of particular importance in preventing, identifying, and responding effectively to harassment, discrimination, and retaliation.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- International Association of Chiefs of Police Model Policy (May 2019)

Governing Legislation:

- Civil Rights Act of 1964
- Equal Employment Opportunity Act of 1972
- Prince George's County Executive Order No. 61-1995

13. EMPLOYEE BENEFITS, COMPENSATION, & CLEARANCE PROCEDURES

(November 2025)

I. POLICY

It is the policy of the Department to treat all employees fairly and equitably. When an employee separates from the Department, the Department will ensure that they are provided with pertinent information so that all of the Department's clearance procedures are followed.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

IV. FORMS

- Sworn Employee Separation Clearance Form (PGC Form #3449)
- Civilian Separation Clearance Form (PGC Form #3449A)
- Position Job Description (PGC Form #544)
- Retirement/Resignation Letter

V. PROCEDURES

1. Wages & Compensation

Employee Compensation

(Collective Bargaining Agreements and Personnel Law)

Wages are paid in accordance with collective bargaining agreements and Personnel Law.

The following pay categories are paid to eligible employees in accordance with appropriate collective bargaining agreements:

- Acting pay
- Call-back pay
- Clothing allowance
- Education incentive pay
- Education pay
- Fitness Indicator Test pay
- FTO pay
- Shift differential pay
- Standby pay
- TEC pay

2. Purchasing Military Time

(Personnel Law and Pension Plan)

Automatic Credit

When County employment is interrupted for entry into the U.S. armed services, an officer is eligible for automatic service credit up to five years provided the officer:

- Does not remain in the service more than one enlistment or compulsory tour of duty
- Returns to the Department within 90 days of separation from active duty

Purchasing Credit

(Personnel Law and Pension Plan)

Officers having served in the U.S. armed services who are not eligible for automatic credit may purchase credit for active duty. Officers are eligible to purchase up to 24 months of credited service.

The officer must make the request to purchase military service within 60 days before the date on which five years of continuous service as an officer has been completed.

The amount paid for each month of credited service is calculated in accordance with provisions of the County's Personnel Law and the pension plan. Total military service

credit may be paid on the installment plan, with a maximum of five years duration and a 5% annual interest charge.

Contributions of military and police service may not exceed 30 years for purposes of calculating retirement benefits.

Service with organizations other than the U.S. Military is not applicable to the provisions of this section.

3. Clothing Allowance

The clothing allowance is disbursed in accordance with collective bargaining agreements.

4. Compensatory Leave

(Personnel Law, Section 16-227)
(Collective Bargaining Agreements)
(Fair Labor Standards Act)

Employees may be eligible to earn compensatory leave in lieu of overtime pay. Employees covered by the Fair Labor Standards Act (FLSA) may earn FLSA compensatory leave.

Once earned, employees shall be permitted to use compensatory leave within a reasonable amount of time. Employees may be required to use FLSA compensatory leave prior to County compensatory leave based on applicable laws and negotiated labor agreements.

5. Holiday Compensation

(Collective Bargaining Agreements)
(Personnel Law, Section 16-219)

Compensation for holidays will be in accordance with current collective bargaining agreements or Personnel Law. An employee on any authorized leave during an observed holiday shall be carried on holiday leave.

6. Electronic Timekeeping

Every employee and Supervisor has a responsibility to ensure timecards are submitted correctly and in a timely manner as prescribed by the Fiscal Management Division. Employees are prohibited from sharing their username credentials with others to complete timekeeping functions on their behalf.

Employee's Responsibilities

Employees are responsible for:

- Completing any training for the County's timekeeping system
- Entering leave requests into the County's timekeeping system
- Personally reviewing and approving their timecards as an accurate record of hours worked and leave used on a biweekly basis before the payroll closing period provided by their supervisor/ timekeeper
- Submitting signed and approved compensation request forms for any overtime worked
- Ensuring compensation request forms match the electronic timecard
- Notifying their supervisor/timekeeper of any discrepancies before the payroll closing period

Supervisor's Responsibilities

Supervisors shall ensure:

- Completion of Supervisor training for the County's timekeeping system
- Requests for leave by employees are reviewed and approved/denied in a timely manner, taking into account staffing and coverage needs

- Timecards for all subordinates under their command are completed correctly and approved on time each pay period
- Employees' timecards have 80 hours base time, or a notation on the employee's timecard as to why they do not have 80 hours base pay
- No data entry errors occurred; especially total hours entered for each employee
- Correct codes are used for all hours entered (e.g. suspended without pay, types of leave, pay codes)
- All compensation request forms are completed and approved in a timely manner
- All overtime entered into the system has a corresponding, signed compensation request form
- That times worked by the employee do not overlap with any hours worked for secondary employment
- Total hours worked do not exceed limits set by Department policy ***See:*** **VOLUME I, CHAPTER 18. SECONDARY (EXTRA-DUTY) EMPLOYMENT**

Salary Due Departing Employees

Employees terminating employment in the middle of a pay period are paid only for the actual number of hours worked. Scheduled days off shall not be included in the computation of a completed workweek or portion thereof.

7. Retirement and Resignation Procedures

Departing employees shall respond in person to the Police Personnel Division (PPD) to obtain guidance on completing the separation process. Upon submission of the retirement/resignation letter, the employee will be provided the appropriate Sworn or Civilian Separation Clearance Form. The departing employee will receive a packet of information from PPD to initiate the separation process. The Separation Clearance Form must be completed as described and returned to PPD before the last day of employment.

Pre-Retirement/Separation Preparations

The County's Office of Human Resources Management (OHRM) encourages employees to reach out to OHRM 90 days prior to their proposed retirement/ resignation date to receive the retirement application. Employees must submit the retirement application to OHRM 30 days prior to their proposed retirement/ resignation date; however submission 60 days prior to retirement/resignation is recommended to ensure timely processing.

Departmental Participation

Employees who are retiring are requested to formally notify the Chief of Police and the Commander/Manager, PPD in writing no less than 30 days before the desired retirement date.

Employees who are resigning are requested to formally notify the Chief of Police and the Commander/Manager, PPD in writing no less than 14 days before the desired resignation date.

The official retirement/resignation letter must be submitted through the employee's chain of command as noted within the provided template contained in the PPD package.

Employees retiring/resigning while under investigation or pending acceptance of discipline by IAD need to be aware of the following:

- If the investigation was completed with an approved Disciplinary Action Recommendation, and the retirement/resignation was prior to acceptance of the discipline or Administrative Hearing, the sustained findings will remain in the IAD case file
- If the investigation has not been completed, IAD will complete the investigation and any sustained findings will be placed in the IAD case file
- The employee gives up all rights to an Administrative Hearing, and will not be afforded the opportunity to dispute any sustained findings from the investigation
- All sustained dispositions will remain in the IAD case file
- The Chief of Police has the right to accept the employee's retirement/ resignation with prejudice

Official Retirement Mementos

The following will be presented to personnel retiring in good standing:

- Retirement badge (Officers only)
- Wall decoration or plaque displaying the County police logo and the retiring employee's name, years of service, and retirement rank/title

8. Employee Clearance Procedures

Departing employees shall obtain the appropriate Sworn or Civilian Separation Clearance Form and a packet of information from PPD. The form must be completed as described and returned to PPD before the last day of employment. Failure to submit the Separation Clearance Form in a timely manner may postpone the processing of final payouts due to the employee.

The required exit signatures are divided into four sections. Each section must be completed and signed before signatures for the next section are obtained. Signatures within each section may be obtained in any order unless stated otherwise on the form.

Sworn Employees Separation/ Clearance Form Procedures

The order of the sections are as follows:

First set of signatures:

- **Immediate Supervisor**
- **Commander/Manager**

Second set of signatures:

- **Pensions** – Obtain information regarding post-retirement employee benefits
- **Benefits** – Obtain information regarding post-retirement employee benefits
- **Planning & Research Division** – Return General Order Manual
- **Drug Laboratory** – All checked-out narcotics and related items shall be returned. Officers shall contact the Drug Laboratory and obtain a computerized list of all CDS cases in which that officer made the arrest. The officer shall:
  - Obtain written approval on the computerized list from the Commander and the State's Attorney's Office authorizing the destruction of the CDS evidence for each case that is no longer active
  - Note on the list if the case is still active and that the evidence should be retained
- **Information Technology Division –** Return issued body worn camera, cell phone, laptop, tablet, and accessories
  - Employees shall ensure that all RMS records have been addressed. If necessary the employee may send an

email to the Police_Tech account to schedule an appointment with a Technology Integration Services (TIS) employee to work with the separating employee to ensure compliance
    - TIS will confirm via RMS that all reports have been appropriately addressed. This ensures the necessary reports have been created and also passed necessary checks and workflow processes
- **Property Warehouse** – The departing officer shall contact the Property Management Warehouse as soon as possible to schedule an appointment
- **Mobile Technology Center** - Return mobile radio, desk charger, and extra battery
- **Records Section** -
  Traffic Data Unit
    - Citation books
    - Officer's Certification and Order of Suspension books (MVA Form #DR15A)
    - All criminal investigative case files (open and closed), except open cases transferred to another employee

  NCIC/Validations Unit
    - Return issued RSA token to the NCIC Security Agency Coordinator
- **Training & Education Division** – Return all materials issued by that Division
- **Clothing and Supply Unit** – Return issued uniforms, body armor, and equipment
- **Police Fleet Management** – Return assigned vehicle and related equipment to include:
    - Audio transmitter for in-car camera
    - Satisfy all outstanding traffic violations (e.g., red light and speed camera)
- **Armory** – Return all issued firearms, ammunition, and weapons

Third set of signatures:

- **Deputy Chief/Executive Manager** – The Deputy Chief/Executive Manager (for the separating employee) must sign the separation form after all other signatures have been obtained, with the exception of the Police Personnel Division who will sign all clearance forms last

Fourth (final) set of signatures:

- **Employee** – Acknowledges that all obligations have been met
- **Police Personnel Division** – Return identification and Keyscan cards, and receive a retired officer identification card

Employees who cannot account for property and are clearing the Records/Property Management Division due to a termination of employment shall submit a memorandum to the OIC, Records/Property Management Division, listing each item of property that cannot be accounted for and explaining the circumstances of the loss. Employees must obtain concurrence with the memorandum from their District/Division Commander/ Manager and appropriate Deputy Chief/ Executive Manager.

The Commander/Manager will determine the necessity for obtaining the Deputy Chief's/Executive Manager's concurrence whenever there is uncertainty regarding the value or sensitivity of the property.

Civilian Employees Separation/ Clearance Form Procedures

The Supervisor of separating civilian must mark "not applicable" and sign in sections that do not apply to the employee.

The order of the sections are as follows:

First set of signatures:

- **Immediate Supervisor**
- **Commander/Manager**

Second set of signatures:

- **Pensions** – Obtain information regarding post-retirement employee benefits
- **Benefits** – Obtain information regarding post-retirement employee benefits
- **Planning and Research Division** – Return General Order Manual
- **Drug Laboratory** – Crime Scene Investigators and Lab Technicians only, contact the Drug Laboratory regarding a disposition for their narcotic-related evidence
- **Information Technology Division –** Return issued body worn camera, cell phone, laptop, tablet, and accessories
- **Property Warehouse** – Crime Scene Investigators, the departing employee shall contact the Property Warehouse as soon as possible to schedule an appointment
- **Clothing and Supply Unit** – Return issued uniforms and equipment
- **Mobile Technology Center** - Return mobile radio, desk charger, and extra battery
- **Records Section** -
  Traffic Management
  - Security Officers Only, return parking violation notice books

  NCIC/Validations Unit
  - Return issued RSA token to the NCIC Security Agency Coordinator
- **Police Fleet Management** – Return assigned vehicle and related equipment to include:
  - Audio transmitter for in-car camera
  - Satisfy all outstanding traffic violations (e.g., red light and speed camera)

Third set of signatures:

- **Deputy Chief/Executive Manager** – The Deputy Chief/Executive Manager (for the separating employee) must sign the separation form after all other signatures have been obtained, with the exception of the Police Personnel Division who will sign all clearance forms last

Fourth (final) set of signatures:

- **Employee** – Acknowledges that all obligations have been met
- **Police Personnel Division** – Return identification and Keyscan cards

Supervisor's Responsibilities

The departing employee's supervisor shall:

- Monitor the clearing process to ensure the Separation Clearance Form is completed
- Ensure all Departmental property is returned
- Conduct an investigation when an employee has not properly checked out or retains Departmental property

The Commander/Manager, PPD, may be contacted for assistance.

Salary Due Departing Employees

Employees terminating employment in the middle of a pay period are paid only for the actual number of hours worked. Scheduled days off shall not be included in the computation of a completed workweek or portion thereof.

Employees should contact the County's Office of Human Resources Management, before submitting a letter of resignation to facilitate the selection of a date that creates the least difficulty for the employee's pay considerations.

Notifying the Court Liaison Officer

The Commander/Manager, PPD shall transmit, via memorandum, the following information to the Court Liaison Officer regarding any employee who leaves the Department:

- Full name
- ID number
- Last duty assignment
- Home telephone number
- Current address
- Date of separation

Involuntary Separation – Letter from Chief of Police

Whenever an employee is involuntarily separated from employment, the Chief of Police shall direct a letter to the employee containing the reason for separation and the effective date of separation. ***See:* 7. Retirement and Resignation Procedures** above for the separation process.

Involuntary Separation – Explanation of Benefits

Whenever an employee is involuntarily separated from employment, the County's Office of Human Resources Management shall explain the following during a scheduled clearance interview:

- Statement of the status of fringe and retirement benefits after dismissal
- Summary of benefits that may continue after separation
- Points of contact for add-on programs such as continuing medical insurance, deferred compensation, etc.

Annual & Sick Leave Payout on Employment Termination and Separation Leave

***See:* VOLUME I, CHAPTER 23. LEAVE & DUTY STATUS, 1. Annual Leave, 2. Sick Leave** and **16. Separation Leave**

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standard 17.5.2

Governing Legislation:

- Personnel Law, Section 16-227
- Personnel Law, Section 16-219
- Title 18, Chapter 44, Section 926B, United States Code, Law Enforcement Officers Safety Act of 2004

References:

- Collective Bargaining Agreements

14. EMPLOYEE EARLY INTERVENTION ALERT (EIA) SYSTEM

(November 2025)

I. POLICY

Police employees experience high levels of job stress that may have a negative effect on job performance. Employees experiencing high stress or distress may exhibit high accident rates, prolonged tension, low morale, and general irritability. These traits sometimes lead to less-than-optimal employee conduct toward their peers and the public. When multiple employees experience unhealthy levels of job stress, the collective result may be detrimental to the employee as well as the Department's ability to deliver high-quality police service to the community.

The purpose of the Early Intervention Alert (EIA) System is to provide a systemic, non-punitive review of significant events such as complaints, use of force incidents, shootings, transfers, Departmental accidents, etc., involving Department employees. It is a time-sensitive system, designed to effectively organize employee data in a format conducive to prompt identification of early indicators of employee stress. The data is provided to Commanders, Managers and Supervisors in a timely manner in order that evaluation and appropriate action may be taken to intervene, as necessary. This system will generate monthly reports outlining the employees' significant events.

The EIA System is an integral part of the Department's police-community relations strategy. EIA benefits:

- Employees by helping them to recognize their own stress levels before they get out of hand
- Supervisors by providing them with timely and accurate management information
- The public by minimizing the number of police employees who may be at risk for future disciplinary actions

II. CHECKLIST (N/A)

III. DEFINITIONS

Complaint: A statement or communication alleging misconduct by an employee. Only sustained complaints shall be utilized in the agency's EIA (CALEA 35.1.9.a) ***See*: VOLUME I, CHAPTER 4. COMPLAINTS**

Departmental Accident: Any accident involving a Prince George's County Police Department official vehicle or vehicle leased by the Department. Departmental accidents with a deer or other animal will not be considered in EIA System flagging (CALEA 35.1.9.a)

Employee: Any person appointed or assigned to the Department in a permanent or temporary salaried position

Evaluation: A careful appraisal of the EIA System to determine the need for any flagging or policy adjustments (CALEA 35.1.9.e)

Injury Claim: When an employee notifies the Department that they sustained an injury during their duties (CALEA 35.1.9.a)

Plan of Action: A plan outlining steps to be taken to assist an employee, who is a candidate for the EIA system. The plan shall be customized to each individual employee's needs

Psychological Services Division (PSD): A division within the Department that can assist with employee counseling and make referrals to other professional resources

Review: Examination of the data that was flagged in the EIA System

Sick Leave: Absence from work because of illness or injury of an employee or family member (CALEA 35.1.9.a)

Significant Event: Events involving Departmental employees, such as complaints, use of force incidents, shootings, transfers, Departmental accidents, and/or any other event classified as such by the Department

Vehicle Pursuit: An active attempt by an officer in an emergency vehicle to apprehend a motorist who is refusing to stop and exhibits a clear intention to avoid apprehension by some combination of any of the following:

- Evasive tactics such as making unexpected movements
- Traffic violations, including departure from the roadway
- High-speed driving

Use of Force: An amount of effort required by an officer to compel compliance by an unwilling individual. Only use of force incidents that meet the agency's threshold for a Use of Force Record shall be utilized in the agency's EIA System (CALEA 35.1.9.a)

IV. FORMS (N/A)

V. PROCEDURES

1. Early Intervention Alert (EIA) System

The Internal Affairs Division (IAD) will initiate notification through BlueTeam when an alert or flag of a potential employee stress problem is received. Designed strictly to highlight tendencies that may otherwise be overlooked regarding significant events, the EIA System alerts Commanders, Managers and Supervisors to take notice.

The monthly report identifies officers who have experienced significant events and whose occurrences exceed the departmental average, highlighting potential outliers who may be exhibiting early indicators of employee stress. For each incident, it lists the following:

- Officer's name and identification number
- Name of each event
- Date and a brief description of each event
- Extent of injuries in each incident

The EIA System notification is distributed through BlueTeam to the Commander/ Manager of the Departmental entity where the concerned officer is assigned. Although not used as flagging devices, information such as recent transfers, Departmental accidents, and injuries will be contained in reports provided to the affected Commanders/Managers.

Supervisor's Responsibilities

The EIA requires that the Section/Shift Commander and the employee's immediate Supervisor shall personally meet with the subject employee. The Section/Shift Commander and the employees' immediate Supervisor shall review each significant event in detail and consider them

collectively in relation to any other factors they may be aware of involving the officer. Personnel required to be present for the interview are the officer, their immediate Supervisor and Lieutenant. The employee will be advised that they were identified on the EIA report and the purpose of the interview.

Factors such as excessive absenteeism, recent arguments with coworkers, or recent accidents, in conjunction with above-average significant events, may be indicative of an abnormal stress reaction.

If in the Section/Shift Commander's assessment, the subject employee is exhibiting stress-related behavior, there are several options or courses of action that may be initiated. The actions, which are based on the nature and severity of the problem(s), include the following:

- No specific monitoring
- Initiate informal counseling and informal monitoring of the employee's performance by their Supervisor
- Initiate formal counseling or corrective action, as appropriate
- Initiate formal monitoring for 24 weeks with monthly formal review and reporting
- Refer the employee to the Training & Education Division for additional training
- Voluntarily refer the employee or order them to contact PSD for counseling or referral assistance
- Change the employee's duty status, (e.g. temporary light-duty, administrative assignment, etc.)
- Reassignment

Regardless of which form of intervention is taken, the Section/Shift Commander, shall notify their Commander/Manager via inter-departmental memorandum noting the following interview details:

- Date
- Time
- All attendees
- Intervention actions taken (if any)
- Follow-up

The Commander/Manager will review the Section/Shift Commanders' assessment and note the interview details within BlueTeam EIA and route the alert back to the Chief of Police through BlueTeam. Commanders/ Managers may include their comments, and/or require additional intervention action to be taken.

After a close review of the significant events, and related factors, Section/Shift Commanders may find that the above-average number of significant events do not indicate abusive behavior by the employee. In such cases, Section/Shift Commander may have the employee's immediate Supervisor informally monitor the employee's performance for a period of time and suggest that the employee be aware of their own performance for the prevention of potential behavior concerns.

2. Early Intervention Alert (EIA) System Reporting

The Office of the Chief of Police has mandated when the following occurrences exceed the departmental average, highlighting potential outliers within a 30-day period, will trigger an EIA (CALEA 35.1.9.c):

- Use of Force (UOF)
- Departmental Accident Investigations (DA)
- Vehicle Pursuits

Within seven days of an EIA System trigger, IAD will notify the affected Commander/ Manager of the subject officer of an alert.

The EIA System notification will be routed through BlueTeam from IAD directly to the affected Commander/Manager and assigned a due date of 30 days from the routing date. Once received, the Commander/Manager is responsible for forwarding the EIA notification to the appropriate Section/Shift Commander who will be responsible for ensuring the interview is conducted and the required intra-departmental memorandum is completed. The Commander/Manager will review the Section/Shift Commanders assessment and enter the details into the BlueTeam EIA System. The Commander/ Manager will ensure the EIA is rerouted to the Office of the Chief by the due date. Once reviewed and approved, the Office of the Chief will route the EIA to IAD.

Alerts for officers on alternate duty status must still be completed by the officer's Section/Shift Commander. If necessary, the Commander/Manager may send an email to the Commander, Compliance Section, IAD requesting an extension of the due date if the subject officer is in a no-duty, administrative leave, or military leave status.

If the EIA triggered during the subject officer's time at their assigned duty station and the subject officer is now TDY to another assignment, it is the affected Commander's/Manager's responsibility to coordinate with the TDY Commander/ Manager to ensure the EIA is completed and routed to the Office of the Chief by the due date.

The Commander, Compliance Section, IAD will send a delinquent EIA report email twice a month to each affected Commander/ Manager to ensure timely completion of interviews and removal of completed EIAs from BlueTeam.

The IAD statistician will ensure the monthly and quarterly EIA reports are available to the Commander, IAD by the 5th of the month.

Annual Early Intervention Alert (EIA) System Evaluation

Annually, IAD will prepare a documented annual evaluation of the EIA System with any recommendation(s) to the Chief of Police. The Chief of Police and their designee will review the evaluation and recommendation(s) and determine if any adjustments to the EIA System is warranted. (CALEA 35.1.9.e)

VI. GOVERNING LEGISLATION & REFERENCE

(N/A)

15. EMPLOYEE INJURIES, ILLNESSES & WELLNESS

(July 2026)

I. POLICY

Employee safety, both on and off-duty, is of paramount concern to the Prince George's County Police Department (PGPD). When an employee is injured or becomes ill, either on or off-duty, to the extent that they must be on leave, the employee shall immediately notify their Supervisor.

Psychological and stress-related conditions may impact the employee's job performance and off-duty quality of life. Any reports of unusual (bizarre) behavior or statements made by employees are considered serious and necessitate immediate action by Supervisors or employees who witness or learn of this behavior. This information shall be immediately reported to a Supervisor.

Supervisors shall notify Public Safety Communications when an employee is fatally injured on the job. The on-duty Communications Supervisor shall notify the County Safety Engineer.

II. CHECKLIST (N/A)

III. DEFINITIONS

County Medical Review Officer (MRO): A licensed physician who serves as a consultant to facilitate the safe return of injured or ill employees to the workplace in accordance with County policy, practice and mandates

Case Manager: A Risk Management employee who is responsible for coordinating liability and Workers' Compensation claims for PGPD employees

Disability Review Board (DRB): A board comprised of seven members, designated in accordance with the provisions of the Police Pension Plan, for the purpose of making disability retirement determinations for police officers

Medical Advisory Board (MAB): A board comprised of nine physicians, appointed by the County Executive, pursuant to the Police Pension Plan, for the purpose of providing the Disability Review Board a written medical opinion regarding the fitness for duty and the effect of any alleged disabilities of public safety employees for use by the Disability Review Board in determining eligibility for disability retirement

Occupational Diseases: Ailments, disorders, or illnesses resulting from work conditions inherent and inseparable from employment

Recurring Injury: A recurrence or aggravation of an injury that an employee has previously reported

Risk Manager: The Departmental employee who is responsible for coordinating liability and Workers' Compensation claims for PGPD employees

Work-Related Injuries: Injuries resulting directly from a work-related task or duty and occupational diseases

IV. FORMS

- Attending Physician's Notification Form (PGC Form #5147)
- Employee Injury Form (Supervisor's Accident Investigation & Report for Personal Injury/Follow-Up/Return To Work Notice) (PGC Form #5125)
- Exception to Normal Duty Status Report (PGC Form #4498)

- Case Report (PGC Form #3529)
- Infection Control Exposure Report (PGC Form #3762)
- Injury Buckslip (PGC Form #5171)
- Psychological Assessment Evaluation Form PGC Form #5296
- Request for Light Duty Personnel Memorandum (PGC Form #5173)
- Workers' Compensation First Report of Injury or Illness

V. PROCEDURES

1. Work-Related Injuries

(Maryland Code – Labor and Employment Article; Prince George's County Administrative Procedures #165 & #284; and Negotiated Labor Agreements)

Employees' Responsibilities

Employees shall notify their Supervisor within 24 hours of the occurrence of any work-related injury or illness, including stress-related and psychological injury or illness, regardless of the severity.

For occupational diseases, employees shall notify their Supervisor within 24 hours of the time they become aware of the disease or diagnosis or should have been aware of the occurrence of the occupational disease.

If the employee's immediate Supervisor is not available, the employee shall notify the next Supervisor in their chain of command. Failure to do so may disqualify employees from eligibility for disability leave.

Employees are encouraged to make an appointment with a licensed physician within 24 hours of sustaining a work-related injury, even if they do not have a visible injury or immediate pain. A licensed physician should examine the employee within seven calendar days of sustaining a work-related injury. Failure to do so may disqualify employees from eligibility for disability leave.

When a physician examines an employee, the physician will complete the Attending Physician's Notification Form supplied by the employee. This provides the basis for establishing disability leave or light duty eligibility. This form shall be completed and returned directly to Risk Management within three days of the examination. A copy of this form will be forwarded through the employee's chain of command.

Supervisor's Responsibilities

Supervisors shall initiate an investigation upon being notified of a work-related injury or occupational disease. They are responsible for the timely completion and submission of the investigation forms.

2. Injuries Incurred During Extra-Curricular Activities

Participation in athletic or similar events not sponsored or mandated by the Department is not considered an authorized work-related activity. Therefore, injuries sustained during such activities are not covered by Workers' Compensation.

3. Injuries/Illnesses Incurred Off-Duty

When employees incur an off-duty illness, injury, or medical condition that may prevent them from performing their assigned duties, they shall notify their Supervisors within 24 hours of occurrence. If an employee is diagnosed with an infectious disease, such as tuberculosis, they shall notify their Supervisor within 24 hours of diagnosis. The Supervisor shall notify the employee's Commander/Manager as soon as practical. PGPD reserves the right to

request additional information or proof of medical care, not to include diagnosis and treatment.

If the off-duty injury or illness occurred while performing a police action, the Supervisor shall contact Risk Management to report the injury and/or illness within 24 hours. Risk Management will contact the Workman's Compensation contractor to report the injury or illness.

In cases of infectious disease, regardless of the employee's duty status when the disease was contracted, the Supervisor shall contact Risk Management to report the illness within 24 hours of diagnosis.

4. Forms to be Completed Upon Initial Notification of Injury or Illness

Supervisors shall complete the below listed reports and forms upon being notified of an employee's injury or illness. Supervisors shall use the Injury Buckslip whenever they submit injury paperwork.

Supervisors shall scan and email copies of the Employee Injury Form and First Report of Injury or Illness before end of the shift to Risk Management at Police_Risk Management@co.pg.md.us. Forms do not need to be completed or approved prior to emailing. Supervisors shall forward completed originals of all required documents within three work days through the chain of command to the Department's Risk Manager.

Case Report

- Supervisors shall complete and forward the original to their Commander's/ Manager's office for review before going off duty
- Commanders/Managers shall review and ensure delivery of a copy to Risk Management within three days of notification of the injury
- The approved original shall be forwarded to the Records Section

Workers' Compensation First Report of Injury or Illness

- Supervisors shall complete the Workers' Compensation First Report of Injury or Illness Form within 24 hours of occurrence. Only Risk Management is authorized to access the third-party administrator's claim site to obtain a claim number. Once Risk Management receives the injury paperwork, then a case manager will obtain the claim number for the employees' injury/illness and notify the Supervisor and the employee. When reporting the injury, Supervisors shall not make an official determination as to whether or not the injury was work-related.
- Supervisors shall complete and forward the original to their Commander's/ Manager's office before the end of shift when the incident occurred
- Commanders/Managers shall review and email to Risk Management
- Commanders/Managers shall ensure completion and hand delivery of the original to Risk Management within three days of the report of injury

Employee Injury Form (Supervisor's Accident Investigation & Report for Personal Injury)

- Supervisors shall complete the Supervisor's Accident Investigation & Report for Personal Injury section of the Employee Injury Form and forward the original to their Commander's/ Manager's office for review before

going off duty; if the Supervisor has knowledge that the claim may be false, they shall document such on this form
- Commanders/Managers shall review and email to Risk Management
- Commanders/Managers shall ensure completion and hand delivery of the original to Risk Management within three days of notification of the injury

Commanders/Managers shall designate an individual to review, approve, and forward injury paperwork in their absence. Except as noted, injury paperwork shall not be forwarded outside the Department prior to command review at the District/Division level.

5. Diagnosis, Treatment Plan & Prognosis

An Attending Physician's Notification Form shall be completed whenever an employee is examined for a work-related injury or illness.

The employee shall ensure that the Attending Physician's Notification Form and any other required documentation is forwarded directly to Risk Management. The Attending Physician's Notification Form shall be submitted by the employee no later than three days after an examination for on or off-duty injuries.

Employees on or off-duty who become ill or are injured to the extent that the impairment may render them unable to perform their normal duties (excluding common and minor illnesses, such as colds and influenza) shall be examined by a medical professional. The employee shall provide the medical professional with an Attending Physician's Notification Form or other required documentation (e.g. family medical leave forms) and ensure its completion. The employee shall have the medical professional review and otherwise complete the entire form(s). The employee shall also ensure that the medical professional reviews the position description for police officers prior to making a duty status recommendation. The employee shall ask the medical professional to indicate on the form(s) what date they may be able to return to full duty or be placed on light duty. This duty status recommendation is subject to review by the County Medical Review Officer (MRO) or other medical professional retained by the County.

Attending Physician's Notification Forms must contain the signature of a physician. Forms that contain only the signature of a Certified Nurse Practitioner or Physicians Assistant, or similar medical practitioner may not be processed and may be returned to the employee.

Commander's/Manager's Duties

Commanders/Managers shall forward all injury paperwork to Risk Management as required.

For off-duty injuries, Commanders/ Managers shall ensure that the paperwork is marked "off-duty" unless the injury was sustained while performing a police action and has been filed as a Workers' Compensation claim.

6. Forms to be Completed by Risk Management

The Department's Risk Manager shall be responsible for completing follow-up injury paperwork for those employees that are placed on no duty or light duty status for more than three days.

Employees on light duty or no duty status for more than three days shall deliver the Attending Physician's Notification Form directly to Risk Management.
Risk Management shall notify Commanders/ Managers of changes to their employee's duty status.

Return to Full Duty Clearance

The Return to Full Duty Clearance Form shall be obtained, solely, from Risk Management and completed upon the employees return to full duty status. A copy will be provided to the employee to provide to their Supervisor. Risk Management will make email notification to the employee's Commander/Manager.

7. Employees on No Duty

Employees who have been placed in a no duty status, for more than three days, by a physician shall be assigned (TDY) to Risk Management. Affected employees will report to Risk Management for further instructions.

No duty employees shall:

- Report to the Risk Management office in person within 48 hours and complete an employee orientation packet, to include the employee's current home address and telephone number, and provide it to the case manager; the case manager will make special arrangements to get the employee orientation packet from no duty employees who are totally disabled per medical documentation (i.e., unable to drive)
- Contact the case manager at least once every seven calendar days, either in-person or via telephone, to update the status of their case and/or medical condition
- Forward follow-up Attending Physician's Notification Forms to Risk Management; the forms shall be completed at least once every thirty days or whenever a no duty employee is examined by a physician
- Forward medical progress notes, received initially and at any subsequent doctors visits, to the case manager
- Be available for contact by Risk Management between 0800 and 1600 hours on weekdays and notify the case manager of any travel plans outside of the region

Case manager shall:

- Complete the Electronic Time Sheet (ETS) from the onset of injury
- Complete all follow-up injury paperwork for employees who are on no duty
- Advise the employee about the Medical Advisory Board (MAB) and Disability Review Board (DRB) process during the initial orientation meeting

8. Employees on Light Duty

(Personnel Law, Sections 16-224 & 16-189)

An employee with a temporary impairment may be detailed to duties within their capacity to perform. Work restrictions and the classes of work that the employee may safely pursue must be specified.

Light duty assignments are limited to the period specified in an Attending Physician's Notification Form, which cannot exceed 30 calendar days per examination. The employee's physician must complete additional Attending Physician's Notification Forms to extend their light duty assignment. The employee shall forward medical progress notes, received initially and at any subsequent doctors' visits, to the case manager. The Chief of Police may

grant light duty assignments for up to 180 calendar days.

If a medical question arises regarding any employee's eligibility for light duty, the case manager and County MRO may refer the question to the MAB.

Employees in a long-term light duty assignment other than pregnancy must be referred to the County MRO and/or MAB, for an independent medical examination prior to the 120th day of the assignment. This will ensure that the County's medical provider has evaluated the employee before the 180th day.

Employees on light duty shall not operate any Departmental vehicles. For exceptions to the Departmental vehicle restriction see **VOLUME I, CHAPTER 10. DEPARTMENTAL VEHICLES,** Section **2. Vehicle Use Provisions**.

Employees who have been placed in a light duty status, for more than three days, by a physician may be temporarily assigned (TDY) to another duty assignment. Light duty assignments shall be made by Risk Management, with concurrence of the employee's Deputy Chief.

Light duty assignments will be based upon:

- The needs of the Police Department
- The medical information provided by the attending physician, medical records, and/or the MAB
- The qualifications of the light duty employee

Commanders/Managers may request to have light duty employees assigned to their Districts/Divisions. They shall complete a Request for Light Duty Personnel Memorandum.

Light duty employees shall:

- Report to the Risk Management office in-person to receive written notification of their light duty assignment; the case manager shall notify each light duty employee of their TDY assignment and the name of their TDY Supervisor, and forward a copy to the affected Commander/Manager of the TDY assignment
- Complete an employee orientation packet, to include the employee's current home address and telephone number, and provide it to the case manager
- Deliver follow-up Attending Physician's Notification Forms directly to the case manager; the forms shall be completed at least once every thirty days or whenever a light duty employee is examined by a physician

Supervisors who have light duty employees assigned to them TDY shall:

- Be responsible for the normal administrative functions (i.e., approving/denying leave, completing inspections, etc.) for each light duty employee
- Complete each light duty employee's payroll

9. Change in Duty Status of Employees on No Duty or Light Duty

Employees whose duty status has been changed by their physician shall immediately report to the Risk Management office in person with their Attending Physician's Notification Form. If Risk Management does not feel that a duty status change is in the best interest of the employee or the Department, they may refer the matter to County MRO for review.

Employees whose duty status has been changed pursuant to an order from the Chief of Police or their designee shall immediately report to the Risk Management office in person to sign their order.

The Department's Risk Manager shall notify Commanders/Managers of changes to their employee's duty status.

The Department's Risk Manager shall make appropriate TDY assignments for those employees who have been upgraded from no duty to light duty status. Upon notification that an employee has been found medically fit to return to full duty, the Risk Manager shall inform the employee's affected Commander/Manager of the employee's assignment. The Risk Manager shall subsequently inform the employee.

10. Procedures for Recurring Injuries/Illnesses

(Administrative Procedure #284)

Documentation Required

A recurrence or aggravation of an injury is considered a continuation of the original injury and requires corroborating medical documentation. The recurrence or aggravation may occur on or off duty.

For claim purposes, the date of recurrence is the first day of scheduled work the officer misses, no matter when the actual recurrence injury happened, such as when off duty.

Employees shall report recurring injuries/illnesses in the same manner as original injuries/illnesses, including an Attending Physician's Notification Form.

The review and forwarding process is the same as for original work-related injuries and illnesses.

Supervisors shall document recurring injuries and illnesses on the Supervisor's Accident Investigation section of the Employee Injury Form. When completing this form, Supervisors must include the date of the original injury or disease and the date of recurrence.

11. Examination by County Physician

Whenever the Chief of Police has reason to believe that an employee's health impedes satisfactory performance of their duties and responsibilities, the Chief of Police may require the employee to be examined by a physician retained by the County at no cost to the employee. The County MRO or MAB will review the duty status recommendation.

The County-retained physician will attest to the physical ability of the employee to remain on leave or return to work.

When there is confirming medical evidence that the employee has recovered and is able to satisfactorily perform their duties, any limitations imposed pursuant to previous Attending Physician's Notification Forms will be removed and the employee will be returned to full duty.

12. Psychological and Stress-Related Conditions

Employees must notify their Supervisor of psychological and stress-related conditions, just as they would any other work-related injury or illness that would affect their ability to perform the essential functions of their job or would pose a direct threat to the health and safety of others.

When a Supervisor learns of behavior indicating a potential psychological or

stress-related condition affecting an employee, the Supervisor shall immediately notify their Commander/Manager. The Supervisor shall also immediately refer the employee to PSD.

If a mental health professional (independent of PSD) diagnoses an employee with a psychological or stress-related condition, the employee's Supervisor shall follow reporting procedures for a work-related injury/illness. The Supervisor may contact PSD for assistance when preparing the reports.

Risk Management shall notify PSD of all claims for psychological and stress-related conditions for the purpose of case coordination and tracking of critical cases and trends within the agency.

13. Psychological Services Division (PSD) Referrals

Supervisor's Responsibilities

Supervisors should be observant of uncharacteristic behavior by employees that may indicate an employee is experiencing psychological difficulties. Examples include, but are not limited to:

- Erratic mood swings
- Irrational, uncharacteristic or bizarre thoughts or actions
- Irresponsible or unexplained patterns of leave use
- Potentially explosive domestic problems
- Prolonged, unexplained changes in work habits
- Repeated experiences of poor functioning, possibly due to substance abuse
- Combinations of the above or other behaviors of concern

The Supervisor should consult with the employee if any of the above signs are observed. A voluntary referral to PSD should be considered and, if appropriate, suggested by the Supervisor.

The Supervisor may consult with PSD regarding the possible referral of any employee. The identity of the employee need not be disclosed.

Supervisors shall notify the employee's Commander/Manager of any serious or debilitating psychological problems that could necessitate the administrative referral of an employee to PSD. The confidentiality of all referrals is guaranteed except when the client:

- Commits acts of child abuse or neglect
- Presents an imminent danger to themselves or others
- Signs a release of information form

Commander's/Manager's Responsibilities

If a Commander/Manager believes an employee is experiencing serious or debilitating psychological problems, the employee shall be ordered to be interviewed by the PSD. This order shall be given to the employee in writing with copies of the order forwarded to the Commander/Manager, PSD and the Chief of Police. The initiating Commander/Manager will protect confidentiality by restricting information to those persons having a legitimate need to know.

Psychological Services Division Responsibilities

PSD shall maintain the confidentiality of all communications except to:

- Acknowledge the receipt of a written order commanding an employee's appearance
- Advise the initiating Commander /Manager whether the employee complied
- Advise the Chief of Police of any recommended changes in the affected employee's work status

Recommendations

The PSD recommendation will address whether the employee should remain on full duty, be placed in an administrative duty status, be referred for an immediate medical evaluation, or referred for further treatment until fitness for duty can be determined. The employee's Commander/Manager shall notify Risk Management of the assessment outcome. PSD shall take appropriate action as detailed in their SOP.

Recommendation for TDY Assignment

After an employee consultation, PSD may recommend the employee be placed in a TDY assignment. This recommendation may be verbal or written, as requested by the Chief of Police. The recommendation may include specific duty and work hour suggestions. The Chief of Police shall review the recommendations from PSD personnel and assign the employee to the appropriate work status.

If the Chief of Police initiates the recommended TDY assignment, PSD shall:

- Reassess the employee's work status every 30 calendar days and maintain contact with the employee throughout the assignment
- Notify the Chief every 30 calendar days of the need for continuation of the TDY assignment

PSD may recommend that the employee be returned to full duty at any time during the TDY assignment.

The maximum time for a TDY assignment resulting from a PSD referral is 180 days. Before the expiration of this time, the employee shall either be returned to full duty, or the case will be referred by PSD to the Medical Advisory Board (MAB) for review. The employee may continue in the TDY assignment pending MAB review.

Emergencies

Whenever an employee exhibits irrational or bizarre behavior that is dangerous or potentially dangerous to the employee or others, a Supervisor may order the employee to immediately report to PSD for assistance.

Before ordering the employee to report, the Supervisor shall contact a PSD staff member for instructions. Supervisors shall not allow employees to transport themselves. In an extreme emergency, the employee may be hospitalized and, if necessary, their police powers may be suspended.

If an employee's police powers are to be suspended for one or more of the above reasons, the suspending Supervisor shall immediately notify the employee's Commander/Manager, IAD, and PSD. The reinstatement of an employee requires an affirmative recommendation from a board-certified, licensed psychiatrist.

14. Mandatory Biennial Mental Health Assessment

Maryland law requires all police officers to submit to a mental health assessment every two years to establish continuing fitness to carry out the duties of a police officer, and is a condition of maintaining certification. The assessment consists of a confidential initial questionnaire and a virtual assessment with a licensed clinician. Officers must complete the questionnaire, if a virtual assessment is required by a licensed clinician, then it must be completed to maintain their certification.

Licensed clinicians contracted with the County will conduct the mental health assessment and will be conducted at the County's cost.

Questionnaire

Officers will be sent an email with a unique link to complete a brief, confidential questionnaire.

Officers shall promptly complete the questionnaire on the workday the email is received. If an officer fails to complete the questionnaire in a timely manner, the Bureau of Administration (BOA) will notify the officer's command to ensure completion as soon as possible. The officer's responses will be reviewed confidentially by the County's contracted licensed clinician.

Virtual Assessment

Officers may voluntarily request a virtual assessment.

Virtual assessments shall be required when recommended by the clinician who reviews the officer's completed questionnaire.

The results of the assessment are confidential and will be maintained by the clinician.

When officers participate in the virtual appointment, they must have a working phone/laptop/ computer that has both video capabilities and a microphone. Use of a camera and microphone during the appointment is mandatory. Department cell phones may be used for the assessment interview. Officers must answer the clinician's questions to the best of their knowledge and ability.

The Department will be notified when the officer has completed the assessment in its entirety. Failure to comply with all aspects of the mental health assessment is considered a "Category A" violation of the Statewide Disciplinary Matrix.

If an officer fails to attend their scheduled virtual assessment, they shall immediately notify their Supervisor. The Supervisor shall ensure the officer's compliance with the mental health assessment requirement before the end of the calendar year.

Post-Assessment Review

If, after meeting with the officer, the clinician determines that the officer's responses indicate a need for additional care or treatment, the clinician may recommend follow-up with the Psychological Services Division (PSD) or provide referrals for the officer. This will remain confidential between the officer and clinician, as permitted by law. This referral is a recommendation only and officers are not required to follow the recommendations of the clinician, although it is encouraged. This referral is strictly confidential and the clinician will not inform the Department that a referral has been made.

If the clinician determines that the officer's responses indicate an immediate concern to life or safety, the clinician will make direct contact with PSD to make notification of their concerns/recommendations and complete a Post-Assessment Notification Form. PSD will confer with the Chief or their designee, who will make the determination as to the officer's duty status and duration based on the circumstances (e.g., suspension of powers, administrative duty, etc.) and give the officer further direction based on the advice of the relevant mental health professional.

If an officer is placed in a No Duty Status and absence from work is warranted, they will be placed on approved Sick Leave, during which time they must follow the recommendations of the clinician, i.e., evaluation by a licensed treatment provider, enroll in treatment, etc. Certification by the officer's treatment provider to return to full duty or other status must be provided to Risk Management on an Attending Physician's Notification Form.

15. Handling Medical Documents from Outside Agencies

Employees receiving correspondence from doctors/medical facilities or collection agencies regarding medical bills should immediately notify Risk Management. Employees receiving hospital and doctor bills, receipts, certificates, x-ray reports, or other medical reports shall promptly forward them to Risk Management for processing.

The County's claim agent mails the Workers' Compensation Commission Employee's Claim Form (MPC1) to the employee. The employee must complete the form and mail it to the Workers' Compensation Commission. Claims must be filed within two years. Failure to do so may bar a claim.

16. Disability Leave

Employee's Leave Status

Time absent from the job for medical treatment on the date of injury or occupational disease shall be charged to administrative leave.

Employees may be placed on disability leave when they incur a work-related illness, injury, disability, or medical condition that prevents them from performing the duties of their position. Risk Management will make all initial determinations for granting disability leave. The Office of Human Resource Management (OHRM) shall make the final determination of an employee's eligibility for disability leave based on supporting medical documentation, provided that proper notifications of the injury or illness were made. Risk Management is the only authorized unit to grant disability leave and will code an employee's ETS timecard for disability leave.

Employees are not back-charged sick or annual leave for leave used while waiting for approval for disability leave.

If the injury or illness is subsequently determined not to be duty-related or does not require the employee to remain on disability leave, the employee shall be placed on sick leave, returned to full duty, or placed on light duty.

Suspension of police powers in these cases is determined on a case-by-case basis, after Supervisory recommendation and command review. The Deputy Chief in the employee's chain of command will make the final police

power suspension or non-suspension decision.

Disability Leave

(Personnel Law, Section 16-224)

Employees who are temporarily disabled while working receive full salary for the period of temporary disability without charge against their leave balance, provided:

- The disability resulted from an injury or illness sustained directly in the performance of duties
- OHRM decides that the disability meets the eligibility criteria

Employees who are on disability leave for more than seven calendar days shall telephone their case manager weekly to verify the continued disability. The case manager shall document this contact in the Follow-Up Section of the Employee Injury Form.

Disability Leave Time Limitations

(Administrative Procedure #284)

Disability leave is limited to the period specified in the Attending Physician's Notification Form. Disability leave may be granted for up to 30 calendar days based on one Attending Physician's Notification Form. Employees on disability leave shall submit an Attending Physician's Notification Form to Risk Management at least every 30 calendar days in order to be eligible for additional disability leave.

Employees may be granted disability leave in half-day increments for follow-up medical appointments after a return to duty.

Disability leave shall not exceed 180 calendar days for any one injury or illness. If an employee remains totally incapacitated after the 180 days of disability leave, they shall be placed on either sick or annual leave or Leave Without Pay (LWOP), as appropriate.

Additional Leave Periods

(Personnel Law, Section 16-189)

Employees on extended disability leave must be reviewed by the County MRO or MAB and may be ordered for an independent medical examination prior to the 120th day of leave. This will ensure that the County's medical provider has evaluated the employee before the 180th day.

Employees who are close to exhausting their allotment of disability leave may request additional leave periods. Officers may be granted up to two additional 90-day periods of disability leave. Professional staff may be granted one additional 90-day period of disability leave.

Employees shall prepare a memorandum requesting a grant of additional disability leave and submit it through the chain of command to the Chief of Police. The Chief of Police shall review the request along with other relevant documentation to decide the appropriateness of recommending the continuance of disability leave.

Additionally, employees who may be eligible to receive one or both of the contractually authorized 90-day extensions of disability leave must be referred to the County MRO for a re-evaluation prior to the 60th day of each 90-day extension. Employees applying for any extension of disability leave will have their duty status and medical condition, including a report from the treating physician stating the current diagnosis, prognosis, and treatment plan, reviewed by the County MRO.

Disability leave use is cumulative and does not require consecutive use periods. The Police Personnel Division will send a letter to employees consistently granted disability leave for two or more pay periods, advising them that their Family and Medical Leave (FMLA) runs concurrently with disability leave. When an employee uses fifteen or more weeks of disability leave during a calendar year, their FMLA leave entitlement will be exhausted.

Professional Staff

Professional staff covered by the PCEA may be placed on disability leave after obtaining a completed Attending Physician's Notification Form. Risk Management will make an initial determination of disability leave eligibility. OHRM will make the final determination of eligibility for disability leave for PCEA-covered employees.
All other professional staff not returning to work following a work-related injury or occupational disease, shall be placed on sick leave, annual leave, LWOP, or personal leave until OHRM establishes the employee's eligibility for disability leave or detail assignment.

Granting of Disability Leave

(Administrative Procedure #284)

Sworn employees shall request that the physician thoroughly review the Attending Physician's Notification Form and position description for police officers before completing the form to ensure that light duty is mentioned as an option in lieu of no duty.

If the County MRO decides that light duty was justified when an employee was off work, further disability leave may not be granted. The employee's refusal to accept a light duty assignment renders them ineligible for disability leave during the period of temporary disability.

Risk Management will, upon notification and verification of any work-related injury or occupational disease, review the documentation to make a preliminary determination whether disability leave or light duty is appropriate for the injured employee. This decision shall be made within 24 hours of receipt of documentation and shall be based on reasonable information available from the Supervisor's report and the Attending Physician's Notification Form.

Unless a medical question arises, OHRM shall determine final eligibility for disability leave or light duty within three working days of receiving the Attending Physician's Notification Form and the Employee Injury Form from Risk Management. OHRM will inform both Risk Management and the employee of its decision.

Medical Questions

If a medical question arises regarding any employee's eligibility for disability leave, the Department's Risk Manager and the County MRO may refer the question to the MAB. The County MRO shall make a recommendation, with or without the recommendation of the MAB, on the medical leave question.

Denial of Disability

Failure to provide required medical documents as needed may result in disability leave being denied.

Disability leave shall not be granted when OHRM decides that disability leave is not appropriate. In such cases, the employee

shall be placed on another approved leave status.

If OHRM establishes the fact that the employee is not disabled, the Chief of Police shall order the employee to return to duty. If the employee refuses to return to work, the Chief of Police may initiate disciplinary action for being AWOL and/or insubordinate.

Assignment of Workers' Compensation Benefits

Employees shall assign to the County such non-medical benefits as awarded for the temporary disability by the Maryland Workers' Compensation Commission. Failure to do so may disqualify employees from non-medical benefits.

17. Communicable or Infectious Disease Exposures

Employees' Responsibilities

Employees who sustain potential infectious disease exposure shall notify their Supervisor immediately, or as soon as they become aware of the exposure.

Any on-duty employee who is exposed to a communicable disease, blood or body fluid, or other potentially infectious material (to include needle sticks), during regular business hours (0800-1630), shall immediately notify the Department's Infection Control Officer via the 24-hour Post-Exposure Hotline at 202-510-1824. The employee shall advise the person who answers that they are a county employee with exposure, and request to speak with the Infection Control Officer. The Infection Control Officer will arrange for any necessary counseling, treatment, or referrals. To be effective, required post-exposure prophylaxis must be started within two hours of the exposure.

To ensure availability of the appropriate medications employees should not report to a medical care facility prior to contacting the Infection Control Officer. The only exception to this directive is when an emergency situation exists, such as a broken bone or deep wound requiring sutures.

If an on-duty employee is exposed to an infectious disease after regular business hours (1630-0800, weekends, and holidays), they shall call the Concentra Medical Center, Steeple Chase office. If closed, the employee shall call the Concentra, Arbutus Office. Press zero to talk with a person. When speaking with the Concentra office, advise them:

- PGPD Employee's Name
- An exposure has occurred and the affected employee requests to speak with a doctor or physician's assistant for exposure triage

The doctor or physician's assistant will provide further instructions. Employees should not respond to any Concentra location without first speaking with a medical professional. The Infection Control Officer should only be contacted after hours, when the employee is unable to contact Concentra for triage and instructions.

Employees shall complete the Infection Control Exposure Report and forward it to the Infection Control Officer within 24 hours of the exposure.

An employee exposed to the blood or other body fluids of an individual transported to a medical care facility shall ensure that the RMS number and their ID number are

placed on the individual's admission/ medical forms.

The employee shall also ensure the RMS number and their ID number are placed on the ambulance reports when the individual is transported by ambulance.

Placing these numbers on the appropriate forms allows subsequent notifications to the employee when necessary.

Dissemination of Information

Any employee having information relating to another employee's infectious disease exposure shall not divulge such information except, as necessary to:

- Infection Control
- A medical care facility
- Risk Management

Supervisor's Responsibilities

Supervisors shall investigate each reported infectious disease exposure.

Supervisors shall ensure the exposed employee contacts the Infection Control Officer. The Supervisor shall contact the Infection Control Officer, if the employee is unable to do so, due to their injury or illness. Within one working day following the incident, the employee shall schedule an appointment for an evaluation of the incident to determine appropriate medical follow-up procedures.

Medical Advice

For medical advice concerning communicable and infectious disease contacts, employees shall contact the Infection Control Officer.

18. Infectious Disease Exposure Guidelines

Needle Stick/Sharp Instrument Injuries

These injuries represent great risk of transmission of HIV and the hepatitis viruses. Extraordinary precautions should be taken to prevent needle stick/sharp instrument injuries. When conducting searches, employees should never blindly place their hands in areas where there may be sharp objects that could puncture the skin.

Any employee receiving a needle stick or sharp instrument injury should allow the injury to bleed freely, then immediately wash the area for at least 30 seconds with running water and soap or other approved detergent/hand cleaner. As these injuries represent a significant communicable disease exposure risk, the employee shall seek immediate medical treatment. The attending physician should be made aware of the circumstances surrounding the injury in order to determine the appropriate treatment. Applicable provisions of this section and section **1. Work-Related Injuries** of this chapter shall be followed.

Mouth-to-Mouth Exposures

When possible, employees shall use disposable airway equipment, resuscitation bags or protective face shields. Any employee performing mouth-to-mouth resuscitation on a respiratory arrest victim shall immediately respond to the medical care facility where the victim was transported. The employee shall notify the attending physician of the incident so that a preliminary diagnosis can be made and a possible diagnostic test may be performed to rule out the presence of infectious disease.

When mouth-to-mouth resuscitation is performed on an infant or a person with a history of recent cold or fever, the attending physician should be requested to obtain throat cultures of the person. Applicable procedures outlined in this section and in section **17. Communicable or Infectious Disease Exposures** of this chapter shall be followed.

Sexually Transmitted Diseases

Employees may receive anonymous testing for sexually transmitted diseases from the Health Department.

Handling Prisoners Infected With Contagious Disease

Known infected prisoners are processed in accordance with **VOLUME II, CHAPTER 4. ARREST, TRANSPORT, & PROCESSING**. They shall be isolated from other prisoners if their behavior is violent, unpredictable, or they are unable to control body fluids. If the prisoner is transferred to another authority, the custody officer shall notify the receiving agency that the prisoner has an infectious disease. This notification shall be made prior to the transfer and shall be restricted to those with a need to know. The notification shall be documented in the narrative section of the appropriate report.

Skin Contact with Potentially Infected Material

In the event of skin contact, the affected area should immediately be washed for at least 30 seconds with soap, detergent, or hand cleaner and warm running water. Prompt washing is an effective method of preventing the spread of various infectious diseases.

Although rare, transmission may occur when infected blood contacts breaks in the skin such as chafed areas, cuts, or abrasions. Before beginning a tour of duty, employees should cover these areas with a waterproof bandage or dressing to provide an additional barrier to infected blood or body fluids. Bandages should be changed when they become soiled or wet.

Surface or Object Contact

Any area within a Departmental facility or vehicle that has been contaminated by any person's fluids shall be cleaned with a detergent and then disinfected for 20 minutes with a freshly mixed solution of one part bleach to nine parts water. Employees shall ensure that the contaminated area is not used until such cleansing is accomplished. Employees cleaning contaminated areas shall wear disposable gloves. Employees may contact the Office of Central Services, Facilities Management Division for guidance and assistance with the cleaning procedures.

Clothing Contact

The coverall uniform should be worn if the soaking of clothing by blood or body fluids is likely. Contaminated clothing shall be promptly cleaned in a hot washing/drying cycle or by dry cleaning. Disposable latex gloves shall be worn when handling contaminated clothes.

Processing Incident Scenes

Employees shall wear disposable latex gloves when processing any incident scene where blood or blood-contaminated items are present and must be handled. The coverall uniform should be worn if the soaking of clothing by body fluids is likely.

Handling Contaminated Evidence

All contaminated evidentiary items shall be submitted in paper bags after complete air-drying. Appropriate sections of the Adhesive Evidence Label shall be completed and the label placed in the lower right corner of the bag. The bag shall be clearly marked "Contains Possible Contaminated Items."

Disposal of Contaminated Items

Contaminated, disposable articles such as latex gloves should be treated as infectious waste. Articles shall be placed in biohazard bags and the bags placed in biohazard receptacles. Alternately, the items may be soaked in a fresh mixture of one part bleach and nine parts water. Articles should then be placed in a second bag and disposed of in a standard trash receptacle.

In lieu of the preceding, employees may contact any hospital emergency room and request authorization to dispose of contaminated articles there. Employees may also contact any fire station for advice and possible assistance.

Reportable Contacts with HIV-Infected Persons

The following types of contacts with an HIV-infected person shall be documented on a Case Report. A Supervisor shall be immediately notified and ensure compliance with this and other written directives.

An incident involving exchange of body fluids of an HIV-infected person is:

- Any needle stick or sharp-instrument injury that breaks the skin
- The dousing of any mucous membrane, such as eyes and mouth, with the body fluids of an HIV-infected person
- Cardiopulmonary resuscitation with blood/body fluid exposure
- Any human bite

If an employee experiences a contact that does not fit into any of the above categories and the employee feels that the exposure was significant, they may document the contact on a Case Report. ***See*:** section **17. Communicable or Infectious Disease Exposures** of this chapter.

Following an evaluation by the Infection Control Officer, a determination shall be made whether medical treatment or testing is appropriate. If recommended, the employee shall notify their Supervisor; the Supervisor shall ensure compliance with applicable portions of section **17. Communicable or Infectious Disease Exposures** of this chapter. If a determination is made that medical treatment or testing is not necessary, no Supervisory investigation is necessary.

The affected employee shall initiate an Infection Control Exposure Report at the time of the evaluation.

19. Contagious Disease Exposure Notification by Medical Care Facility

(Maryland Health Article 18-213)

Notification to PGPD

When the medical care facility determines that an employee has been exposed to certain diseases by a patient, it shall notify PGPD. The points of contact for notification are:

- Department's Infection Control Officer
- Commander/Manager, Risk Management

One of the above persons shall determine whether any Departmental employees had contact with the patient. If so, they shall immediately contact each exposed employee for an evaluation of the incident to determine appropriate follow-up procedures. During this evaluation, the employee shall initiate an Infection Control Exposure Report.

If medical treatment or testing is appropriate, the exposed employee shall immediately report the incident to their Supervisor. It is recommended that the employee report to a County-contracted or designated health provider for treatment/testing.

When the Department receives any notification described in this subsection, the recipient shall ensure that the notification is passed to the point of contact.
The law requires notification for exposures to the following:

- Human Immunodeficiency Virus (HIV)
- Any form of viral hepatitis, including but not limited to hepatitis A, B, C, D, E, F, and G
- Meningococcal Meningitis
- Tuberculosis
- Mononucleosis
- Diphtheria
- Plague
- Hemorrhagic fevers
- Rabies

Any employee having information relating to another employee's contagious disease exposure shall comply with**: Section 17. Communicable or Infectious Disease Exposures**, ***Dissemination of Information*** of this chapter.

Notifications by Fire/EMS

When an employee receives a contagious disease exposure notification from the Fire/EMS Department, the employee shall immediately obtain the names of involved PGPD employees and pass the information to a Departmental point of contact.

Hepatitis Cases

When an employee sustains an exposure to any form of viral hepatitis, they shall comply with the provisions of section **17. Communicable or Infectious Disease Exposures** of this chapter. The employee should contact the Infection Control Officer regarding the appropriate treatment. For line-of-duty exposures, the vaccine shall be provided at Departmental expense.

20. Suspected Carbon Monoxide Leaks in Vehicles

Carbon Monoxide Poisoning

An employee complaining of illness due to fumes while operating a Departmental vehicle shall stop the vehicle as soon as practicable and contact a Supervisor. The Supervisor shall:

- Contact Automotive Services Division to arrange for vehicle testing for carbon monoxide presence
- Take the vehicle out of service

Automotive Services Unit (ASU) Responsibilities

On receipt of a complaint from a Supervisor, ASU personnel shall request a vehicle carbon monoxide detection test from the Prince George's County Health Department, Division of Air-Quality Control.

Upon request, the Health Department will conduct a carbon monoxide detection test and provide the results to ASU. If the test discloses an unacceptable level of carbon monoxide or other noxious gas, the vehicle shall be deadlined until repairs are completed. Authorization to return a Departmental vehicle to operation must come from the ASU.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- Family and Medical Leave Act of 1993
- Maryland Code, Labor and Employment Article
- Maryland Code, Health Article Section 18-213
- Maryland Public Safety Articles 3-207(a)1 and 3-209
- Personnel Law, Sections 16-189, 224

Reference:

- Negotiated Labor Agreements
- Prince George's County Administrative Procedures #165 & #284

16. EMPLOYEE DRUG TESTING

(July 2026)

I. POLICY

It is the policy of the Department that all employees must possess the necessary physical and mental capabilities to safely perform the job functions required of their position.

The Department uses random drug testing to ensure an employee's continued fitness for duty. This policy does not prohibit employees from the lawful use and possession of prescribed medication.

It is the policy of this Department that employees are strictly prohibited from using or consuming any controlled dangerous substances deemed unlawful to use or possess under Federal or State law, even when such use is for purported medical purposes. The Department's random drug testing policy is considered an integral part of the Department's Early Intervention Alert (EIA) System.

While on duty, employees shall not:

- Consume any alcohol, drugs, or any other substance that may cause impairment or intoxication
- Possess alcohol on or in an employee's person, personal effects, motor vehicle, tools, or areas substantially entrusted to the control of the employee such as desks, files, and lockers

Exceptions may be granted for possession or consumption of alcohol or controlled substances when such use is directly related to an employee's assigned duties and responsibilities.

While off duty, alcohol shall not be possessed or stored by employees inside Departmental facilities, such as workspaces, to include but not limited to desks, cabinets or lockers.

This General Order relates to testing for both drugs and alcohol use and supplements the County policy on drug testing.

Employees may be required to submit to blood alcohol tests, blood, breath, or urine tests for controlled dangerous substances, or interrogations that specifically relate to the subject matter of an investigation. If an employee is required to submit to a test, examination, or interrogation and refuses to do so, the Department may commence an action that may result in disciplinary action.

II. CHECKLISTS (N/A)

III. DEFINITIONS

Authorized leave: Any leave approved by a Commander/Manager

Cannabis: Any part of the Cannabis Sativa L. plant that can have psychoactive characteristics and is consumed for medical and non-medical purposes

Controlled Dangerous Substance (CDS): Any drug, substance, or immediate precursor listed in Schedules I through V of the Federal Controlled Substances Act and/or the Maryland Uniform Controlled Substances Act

Drug Testing Coordinator: An officer assigned to the Internal Affairs Division (IAD) responsible for coordinating activities in the drug testing program and developing control methods to ensure program integrity

Fitness for Duty Examination: A physical examination conducted by a licensed medical professional of the County's choosing to determine if an employee, who has been injured or ill, is physically capable of returning to full duty

Medical Review Officer (MRO): A licensed physician responsible for receiving laboratory results generated by the drug testing program

IV. FORMS

- Random Drug Testing Notification Form (PGC Form #4501)

V. PROCEDURES

1. Employee Drug Testing

Program Administration

The Commander, IAD, administers the Employee Drug Testing Program through the Drug Testing Coordinator.

Records relating to employee drug testing are confidential and shall be securely maintained by the Drug Testing Coordinator. Information shall only be released to an employee's Supervisor during the notification process, or to those with a legitimate need to know.

No employee shall discuss the identity of any employee selected to be tested, except to make notification to the employee at the time of test.

If an employee attempts to obtain confidential information without having a legitimate need to know or attempts to compromise or corrupt any component of the Random Drug Testing Program, the employee shall face disciplinary action up to and including termination.

Random Drug Testing

The program tests urine samples for the following CDS:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Cannabis
- Methadone
- Methaqualone
- Opiates
- Phencyclidine

Drug Testing Coordinator

The Drug Testing Coordinator reports to the Commander, IAD. The Coordinator is responsible for coordinating activities of the drug testing program and developing control methods to ensure program integrity.

The Drug Testing Coordinator shall:

- Facilitate the automated, random computer selection of employees to be tested and make the necessary notifications to the affected Commanders/Managers
- Notify affected employees of test results
- Act as the liaison with the MRO regarding positive test results
- Alert the Commander, IAD, of positive test results
- Conduct random inspections of the collection site
- Maintain confidentiality of records relating to the identity of selected employees and test results
- Monitor vendor billing

- Prepare a monthly summary of program activity for review by the Commander, IAD

Personnel Subject to Test

All employees are subject to random drug testing. Employees to be tested shall be selected by automated random sampling.

An exception is when suspicion exists that an employee is using and/or under the influence of alcohol, controlled dangerous substances (CDS) or abusing prescribed medications. In this case, the employee's Supervisor, or any Supervisor may require them to submit to testing. If IAD receives information leading to suspicion that someone may have used drugs or alcohol, they may require the employee to submit to testing. Arrangements for testing shall be coordinated with IAD.

The Drug Testing Coordinator maintains lists of employees selected for testing. The names of selected employees shall not be announced in advance.

The random selection process is not affected by or related to:

- Other established mandatory drug testing such as designated position testing or pre-employment testing
- Disciplinary action
- Testing based on suspicion

Due to the sensitivity and special access of certain positions, individuals in designated positions may be subject to more frequent drug testing. They may include, but are not limited to:

- Crossing Guard Unit Employees
- District Station NCOs, Station Clerks, and Property Clerks
- Firearms Range Employees
- Forensic Science Division Employees
- Narcotics Enforcement Division Employees
- Property and Evidence Division Employees

When suspicion exists that an employee is using controlled dangerous substances (CDS) or abusing prescribed medications, the employee's Supervisor may require them to submit to testing. When possible, a second Supervisor should confirm the initial suspicion/observation. Supervisors should document their observations in detail to support the request. IAD has the authority to submit an employee for testing.

Articulable indicators of drug or alcohol use may be based on, but not limited to, the following:

- Observable phenomena, such as direct observation of alcohol/drug use and/or the physical symptoms of being impaired or under the influence of alcohol or drugs, such as slurred speech, staggered gait, lack of coordination, odor, glassy eyes, dilated pupils, sleepiness, etc.
- A pattern of abnormal conduct or erratic behavior
- Admission by the employee
- Information provided by reliable and credible sources and independently corroborated by other observation(s)
- Deteriorating job performance (e.g., reduced productivity, absenteeism)
- Accident involving a Departmental vehicle or equipment that indicates possible impairment

Arrangements for testing shall be coordinated with the IAD Commander. The officer's Supervisor or designee will accompany the officer to the testing site.

A Supervisor who orders a drug test shall immediately forward a confidential memorandum with a buckslip containing the facts and circumstances through the chain of command to the Chief of Police.

When suspicion exists that an employee has consumed or is under the influence of alcohol while on duty, any Supervisor may require the employee to take a Breath Alcohol Concentration (BAC) test.

The employee to be tested may not drive themselves to the testing facility. A Supervisor or other designated person must transport the employee to the testing facility.

Notifications

The Drug Testing Coordinator notifies the employee's Commander/Manager or an authorized designee of a Random Drug Testing order. Commanders/Managers shall take action on a notification from the Drug Testing Coordinator as soon as they become aware. Selected employees will be ordered to personally meet with the Commander/ Manager, or an authorized designee, for official service of the Random Drug Testing Notification Form.

Employees will not be notified by telephone to respond for a drug test. The Commander/ Manager, or an authorized designee, shall order the employee to report to the laboratory immediately, and no later than two hours following written acknowledgment and receipt of the Random Drug Testing Notification Form.

To ensure proper service, the Drug Testing Coordinator shall be contacted immediately upon determining that a selected employee is scheduled for in-service training or is TDY to another Division. Attendance at in-service training is not grounds for deferral.

Test Deferral

An employee shall only be deferred from random drug testing when:

- Deferred at the test site by the contract medical professional
- On authorized leave at the time of notification
- On a regular day off (RDO)
- Working the overnight shift
- On official travel out of the area
- Under suspension and not performing administrative duties

Other deferrals may be granted under exigent or unusual circumstances with prior approval from the Commander, IAD. Officers in a light duty status, non-contact assignment, or performing administrative duties will not be automatically deferred.

The Deferral form does not need to be completed for employees who have separated from the Department.

Commanders/Managers will ensure that transportation to and from the test site is provided for employees not assigned a Departmental vehicle.

Employees scheduled to work will only be deferred when:

- The employee is expected to arrive after 1700 hours or working the overnight shift
- The employee is unable to be served in a timely fashion, and that employee would not have sufficient time to respond to the testing facility

Drug Testing Notification Forms

To ensure service and to protect the identities and privacy of those selected,

unserved Drug Testing Notification Forms will not be placed in mailbox receptacles or other unsecured locations pending service.

All notification forms will be completed and forwarded to IAD, to the attention of the Drug Testing Coordinator, daily.

If the randomly selected employee is available for testing, Sections I and II will be completed in their entirety prior to submission.

If the selected employee is unavailable for testing according to the guidelines listed above in the subsection ***Test Deferral***, Section III of the notification form will be completed in its entirety prior to submission by the employee's Commander/Manager. The form shall be forwarded to the Drug Testing Coordinator before the end of the shift in which the deferral occurs.

For selected employees who are on approved leave for a portion of the shift but are expected to report to work prior to the testing site closing for the day, the form shall be held by the employee's Commander/Manager, or authorized designee, to serve the employee when they arrive.

In all cases, the Drug Testing Coordinator shall be notified of the selected employee's status within one hour of receiving the notification.

2. Testing Facility

Absence of Laboratory Staff at the Testing Site

When the selected employee responds to the test site and the laboratory staff is unavailable, the employee shall:

- Contact the after-hours phone number posted on the front door
- Remain at the test site
- Immediately notify their Supervisor/ server

Supervisors shall:

- Contact the Drug Testing Coordinator for further instructions
- Complete Section III deferral portion of the Random Drug Notification Form and forward to the Drug Testing Coordinator

Testing Process

Notified employees shall respond to the contract laboratory and cooperate with laboratory staff. Employees shall comply with the following:

- Present the receptionist with the Random Drug Testing Notification Form
- Present their Department-issued employee photo identification card
- Complete the pretest forms required by test site staff
- Place all personal items, contents from pockets, service weapon, magazine, knife, and OC spray into the provided lock box and retain the key
- Secure the load bearing outer vest carrier in the vehicle trunk (optional)
- Open the load bearing outer vest carrier, when worn into the test site, if requested by test site staff or IAD personnel
- Remain at the test site until a sufficient specimen has been provided
- Witness the sealing of the specimen
- Follow all instructions of laboratory staff

If unable to supply a urine specimen at the time of the test, and the reason is medically related, a contract physician shall interview the employee. The physician may issue a deferral applicable only to the appointment

for that date. If the physician does not issue a deferral, the employee shall provide a urine sample.

Failure to Provide Adequate Test Sample

Employees who do not provide an adequate sample or if anomalies are present in the sample provided, shall be requested to immediately submit a second sample. Under no circumstances will the second sample be added to the first sample to produce a sufficient volume of urine.
To ensure the integrity of the second sample the employee may not leave the testing site. The employee will remain at the testing site until they are ready to produce a second sample. The second test may be subject to direct observation by testing site staff.

Noncompliance with these procedures or instructions by laboratory staff or IAD will be treated as a refusal.
Any failure to comply or anomalies will be reported to IAD.

Refusal to submit to a test

If an employee refuses to provide a urine sample or otherwise attempts to delay, avoid, tamper, or adulterate the giving of a sample, laboratory staff will document their observations and immediately notify the Drug Testing Coordinator. Employees may be ordered to immediately submit to another drug test on a subsequent day or upon return to work.

Refusal or failure to submit to any component of the random drug testing program will be treated as a positive test result and insubordination. Employees refusing to be tested or re-tested will face discipline up to a maximum penalty of termination from employment.

IAD will respond to the testing facility when an employee refuses to submit to a test. IAD will immediately suspend the employee and place them in the appropriate duty status.

Test Results

If it is determined that an employee's urine tested positive, the contracted Medical Review Officer(s) (MRO) will verify the test result against the employee's medical history. The employee is required to attend and participate in the consultation with the MRO.
If the MRO determines that the employee's urine contains a CDS or an elevated level of a prescribed medication, the MRO shall contact the employee directly and confidentially to facilitate a consultation session. Only after consulting with the employee directly will the MRO notify the Drug Testing Coordinator of the positive results.

In the event the MRO is unable to contact the employee, after the third attempt, the MRO shall notify the Drug Testing Coordinator. The Drug Testing Coordinator shall contact the employee. In the event the Drug Coordinator is unable to contact the employee, they shall immediately notify the employee's Commander/Manager, who shall be responsible for locating the employee and facilitating the consultation session.

The Commander/Manager shall order the employee to attend the consultation session and designate a command officer to accompany the employee.

If after the consultation session the MRO cannot legitimize the use of the drug, the employee's Commander/Manager shall contact the Drug Testing Coordinator. IAD shall conduct any follow-up investigation

and initiate subsequent disciplinary actions against the employee. The positive test result will be recorded in the Department's Early Intervention Alert System.

The Drug Testing Coordinator shall also contact the employee via email. They shall advise the employee of their right to have the samples re-examined by contacting the MRO and coordinating the reanalysis at their own expense. An "independent reanalysis test" is a test of the original split sample. It is not a second test of a new sample.

An employee choosing to request an independent reanalysis test shall do so by notifying the MRO via email. The employee shall contact the Drug Testing Coordinator via email, within three working days, notifying of their request for an independent reanalysis test based on the initial result of the exam. The Drug Testing Coordinator shall advise the IAD Commander of the request.

The IAD investigator assigned the case will accompany the employee throughout this process to ensure the integrity of the independent reanalysis test. The MRO maintains a list of certified laboratories available and will determine which lab will facilitate the independent reanalysis test. The employee shall respond to the selected facility and will be financially responsible for all costs associated with the independent reanalysis test.

3. Drug Exposure and Use of Legal Medications

Use or Consumption of CDS or Prescribed Narcotics During Covert Investigations

The use of CDS or any narcotics that may be consumed only with a doctor's prescription during covert investigations is generally prohibited. However, conditions may arise in which it is necessary for an undercover investigator to consume such substances to assure personal safety. If this occurs, the investigator shall notify their Supervisor as soon as possible, but no later than the end of the shift. The Supervisor shall immediately notify the Drug Testing Coordinator. The Drug Testing Coordinator shall arrange for a urinalysis test of the affected employee.

Supervisors shall document the incident on a confidential memorandum with a buckslip to their Commander/Manager who shall conclude whether the ingestion was justified. The Commander/Manager shall submit a copy of the memorandum to the Commander, IAD. Results of urinalysis, if known, shall not be recorded on any police report generated as a result of the incident.

Inadvertent or Passive Consumption of CDS

Any employee who, while on- or off-duty, inadvertently consumes CDS through ingestion, inhalation, smoking, injection, or any other means of consumption or exposure, shall notify a Supervisor at the earliest possible moment. The Supervisor shall document the incident on a confidential memorandum with a buckslip before the end of the shift. The memorandum shall indicate the substance to which the employee was exposed and a brief but detailed account of the exposure. The Supervisor shall forward a copy of the report, with appropriate recommendations, to the employee's Commander/Manager.

After the Commander/Manager considers the totality of the circumstances and consults with the Drug Testing Coordinator, they may order the affected employee to submit to a urinalysis.

Use of Medication or Other Products

An employee who is prescribed medication shall inquire from the prescriber, treatment provider, or pharmacist whether the drug has any side effects that might interfere with their ability to safely perform their duties. Employees shall not ingest any controlled or over-the-counter medication in amounts greater than the recommended dosage.

If the prescribing licensed medical professional advises that the drug could have an adverse effect on the employee's ability to safely perform assigned duties, the employee shall obtain this information in writing and present it to their Supervisor or Risk Management as soon as possible.

If there is no appropriate duty assignment to which the affected employee can be assigned, the Supervisor shall place the employee on sick leave. Additionally, an employee using legal, non-prescribed medication who feels unable to safely perform their assigned duties shall inform their Supervisor. If there is no other appropriate duty assignment to which the affected employee can be assigned, the Supervisor shall place the employee on sick leave.

Employees shall take prescription medications only as directed by their licensed prescriber. Schedule III and IV prescriptions are only valid for six months from the date they are filled. Consumption of prescription medications in any manner that exceeds or deviates from the prescriber's instructions may result in a positive test outcome and subject the employee to disciplinary action. Employees are reminded that the instructions provided on the medication label and the guidance given by their healthcare provider are the standards by which appropriate use will be evaluated.

Employees are responsible for knowing any impairing side effects or the presence of prohibited substances in any medications, substances, or products they use, including, but not limited to, THC, which can be present in CBD products. CBD is not regulated by the FDA and therefore may contain THC despite any advertising or product label.

4. Medical Cannabis

Regardless of the section entitled "***Use of Medication or Other Products***" above, employees are prohibited from possessing, using, or otherwise consuming cannabis for "medicinal purposes" under the medical cannabis-related laws of this or any other State, or the District of Columbia. Cannabis remains an illegal CDS under Federal law.

All employees are prohibited from registering with the Maryland Medical Cannabis Commission (MMCC) as a medical cannabis patient which would permit the purchase, transport, and ingestion of cannabis, cannabis-infused products, cannabis extracts, or cannabis concentrates from a licensed dispensary, however, they may register as a caregiver for a person considered under the MMCC to be a qualified patient. Registering as a licensed caregiver with the MMCC allows employees to possess a valid caregiver identification card and permits the purchase and transport of medical cannabis from a licensed Maryland dispensary on behalf of the qualified patient.

If an employee is registered with the MMCC as a medical cannabis caregiver for a qualified patient or has a person living within their residence who is a qualified patient, they shall immediately notify the Chief of Police in writing, through the chain of command, indicating the patient's name, the employee's relationship to the patient, and a copy of a valid caregiver card, if applicable.

Caregivers must take all due precautions to avoid exposure to medical cannabis and are subject to the same testing procedures outlined in **1. Employee Drug Testing.**

Restrictions

The following restrictions shall apply:

- Employees shall not use any Departmental vehicle while in possession of or while transporting medical cannabis
- Employees shall not be armed with any Department-issued or personally owned firearm, Conducted Electrical Weapon (CEW), or any other weapons system while in possession of or during the transportation of medical cannabis
- Employees shall not display any form of Departmental clothing, Departmental identification, or Department-issued equipment while in possession of or during the transportation of medical cannabis

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- *Accardi* Doctrine
- Controlled Substances Act, 21 U.S.C. § 812(b)
- Gun Control Act, 18 U.S.C. § 922(g)(3)
- Maryland Annotated Code, Criminal Law § 5-601, *et seq.*
- Maryland Annotated Code, Health-General §13-3301, *et seq.*
- Maryland Annotated Code, Health General § 17-214
- Maryland Annotated Code, Public Safety Article § 3-107(d)(1) and (2)

Reference:

- Administrative Procedure #224

17. EQUIPMENT
(July 2026)

I. POLICY

Employees are responsible for care, security, and proper maintenance of all Departmental equipment, uniforms, or property issued to them. Employees shall not use Departmental equipment or property negligently. Employees shall only use equipment that is authorized or issued by the Department.

II. CHECKLIST (N/A)

III. DEFINITIONS

Ballistic Vest: An item of body armor that helps absorb the impact and reduce or stop penetration to the torso from firearms and fragmentations from explosions

Body Armor: Protective clothing designed to absorb or deflect physical attacks

Load Bearing Outer Vest Carrier: Vest carrier designed to evenly distribute the weight of police equipment, for the purpose of placing less strain on the hips and lower back

Outer Vest Carrier: Ballistic-resistant vest, worn on the outside of the officer's shirt

IV. FORMS

- Body Armor Inspection Report (PGC Form #4373)
- Vehicle Inspection Form (PGC Form #396)

V. PROCEDURES

1. Duty to Care for Equipment

Employees that are assigned equipment items requiring scheduled maintenance, such as body armor, shall ensure compliance with required schedules. Employees must maintain and safeguard all Department-issued equipment, and make prompt report if it is lost, damaged or stolen. ***See*: VOLUME I, CHAPTER 22. INTERNAL INVESTIGATIVE PROCEDURES 11. Lost, Damaged, or Stolen, Equipment.**

2. Body Armor
(CALEA 41.3.5 & 41.3.6)

Except where specified otherwise in this section, the wearing of body armor is mandatory when officers are:

- Attempting warrant service
- Deployed to the inner perimeter of a barricade or hostage situation, provided there is reasonable opportunity to don the armor
- Deployed to uniformed patrol duties, including those desk assignments involving regular public contact
- Engaged in any specialized uniformed enforcement activities, such as traffic enforcement and crowd control
- Participating in the entry phase of any narcotics or other forced entry search warrant execution
- Performing stakeout or surveillance duties
- Working secondary employment in uniform
- Engaged in pre-planned high-risk activities. (Officers that are exempt from wearing body armor shall not engage in pre-planned high-risk activities)

- Attending Departmental firearms training
- Attending court while in uniform
- Attending classes as a student officer, as instructed

Supervisors may also order subordinates to wear body armor in situations where a heightened risk of injury is present.

Exceptions

Officers are not required to wear body armor when:

- Wearing the uniform blouse
- Working secondary employment in a non-law enforcement capacity
- Working an undercover assignment where body armor use could reveal the officer's identity

Officers who are required to wear body armor may temporarily remove the armor when in a secure police facility away from prisoners or the public.

Officers assigned to the Carjacking Interdiction Unit (CIU), Gang Unit, and WAVE are authorized to wear the alternate Velocity Systems ballistic vest and vest carrier. This authorization is given due to mission-specific functions and is approved for wear only during the course of their unit specific duties. When officers of these units participate in any function other than their regular duties, including secondary employment, County overtime (i.e., Fed-Ex Field events), or redeployment initiatives, they are required to wear the department issued Type III-A ballistic-resistant vest, in the issued carrier or the Department authorized load bearing outer vest carrier.

Only the Chief of Police may authorize additional waivers to these provisions.

Authorized Body Armor & Manner of Deployment

Officers receive one NIJ Standard Type III-A ballistic-resistant vest and two standard carriers as part of their initial uniform and equipment issue or as replacement for their current body armor upon its expiration.

Officers wearing body armor shall use a carrier provided by the armor manufacturer. Ballistic-resistant vests shall be worn under the shirt, except when an emergency does not allow insertion beneath the shirt.

Load Bearing Outer Vest Carrier

The load bearing outer vest carrier is the only Department authorized outer vest carrier for use by sworn officers. All other outer vest carriers are prohibited, including those purchased by individuals with medical exceptions and tactical vests previously used by investigators.

The load bearing outer vest carrier and all accompanying pouches shall be purchased at the officer's expense through the Clothing and Supply Unit.

All officers may wear the vest carrier with the utility uniform or uniform of the day. Load bearing vest carriers shall only be worn with the issued ballistic panels. The vest carriers may be worn over the issued coat, jacket, or uniform sweater.

The outer vest carrier shall be:

- Navy Blue
- MOLLE style
- Worn with the Prince George's County Police placard attached to the back
- Worn with the Department badge and officer name tag affixed at all times

The following equipment and pouches may be attached:

- Magazine Pouch (Issued by range staff to officers who successfully qualify with the equipment for day and reduced light fire courses)
- Handcuff Pouch
- Flashlight Pouch
- Radio Pouch
- OC Spray Pouch
- Body Worn Camera

The magazine pouches will be issued by the Range staff to those who have purchased them after the officer has successfully qualified with the equipment for day and reduced light fire courses.

The equipment pouches on the vest should be reasonable as to not restrict the mobility of the officer and/or present a hazard or danger. Equipment pouches shall be kept clean, operable, and present a professional uniform appearance.

Load bearing vest carriers shall not have the following items attached:

- Firearms (shall be carried on the duty belt)
- Patches or pins, other than those authorized by the Department
- Knives or any edged weapons
- Conducted Electrical Weapon (i.e., Taser)

Officers assigned to the Emergency Services Teams (EST) and Canine Unit are exempt from this policy and shall wear the vest carrier approved for their respective units only.

Only the Chief of Police or their designee may authorize exceptions to this policy.

Care & Cleaning

Officers shall comply with all care and cleaning instructions included on the labels of ballistic-resistant vests, as well as other instructions provided in training, the General Order Manual, or by email message.

Exposure to ultraviolet light or certain washing materials and moisture will destroy ballistic capabilities; therefore, officers shall ensure issued ballistic panels:

- Are periodically wiped with a lightly damp cloth to prevent dirt and body oil buildup
- Are not placed in any washing machine or dryer
- Are not exposed to bleach, harsh detergents or dry-cleaning solvents
- Are not folded or placed on a clothes hanger
- Are not left exposed in the passenger compartment of a vehicle or inside a building near a window, or otherwise exposed to sunlight, a plant-grow light, florescent light, or any other source of ultraviolet light

Body Armor Inspection

Supervisors shall routinely inspect subordinates' body armor. When a violation is observed and disciplinary action is indicated, officers shall be charged with "Failure to Deploy Required Body Armor," a Category A Uniform Violation.

Supervisors shall inspect the issued body armor of all subordinates each January and July. A Body Armor Inspection Report shall be completed for each subordinate and submitted to the Commander/Manager, who shall retain it in a file until it is replaced by a subsequent inspection report. Supervisors shall refer officers with improperly fitting or

damaged issued body armor to the Clothing and Supply Unit for replacement.

Replacement

Replacement of unserviceable body armor due to changes in body size, normal wear, abuse, or accidental damage is the officer's responsibility.

The Department shall replace body armor damaged in line-of-duty gunfire, other direct performance of duty, or whenever it has been subjected to excessive moisture.

Body armor returned to the Clothing and Supply Unit upon an officer's termination or retirement shall not be permanently reissued to another officer. The Clothing and Supply Unit may temporarily reissue returned body armor in emergencies only, provided body armor has not expired, the receiving officer would otherwise be without serviceable body armor and arrangements are pending for that officer to receive a permanent issue.

Damaged body armor may only be used for evidence, research, or training.

Training and Education Division Responsibilities

The Training and Education Division (TED) shall:

- Conduct a written body armor performance review following every deliberate or accidental Departmental shooting (or other appropriate incident) in which body armor was or should have been a factor in limiting injury
- Coordinate an officer's application for admission to the Dupont/IACP Survivor's Club following an eligible incident
- Participate in a quality control testing program for currently issued used body armor
- Participate in critiques of Departmental shootings and similar incidents to assess body armor related issues
- Prepare or approve any literature accompanying body armor issuance

3. Garrison Belt

The following are authorized:

- Issued belt or replica with buckle having a maximum width of 1¾"
- Plain belt with Velcro closure and no buckle, having a maximum width 1¾"

Authorized buckles are:

- Single-pin buckle with belts of the issued type
- PGPD belt buckle, rectangular with brass or brass-colored metal

All other belt buckles are prohibited.

4. Equipment Belt

Articles described in this section shall be of plain black leather design. Basket weave or webbed styles are prohibited. Patent leather and double stitching are authorized.

All metal articles (except on OC holder) used with belts, such as buckles, or snaps, shall be of solid brass or polishable brass-colored metal.

The authorized police equipment belts are:

- Issued police equipment belt
- Plain or double-stitched belt and strap; maximum width of 2¼"

A buckle is optional with the belt unless worn with the NCO dress uniform.

The following NCOs shall wear the police equipment belt:

- Officers performing uniformed patrol duties
- Officers working secondary employment in uniform

Command officers performing duties in these categories may wear the police equipment belt.

The police equipment belt shall be worn directly over a garrison belt so no part of the garrison belt, other than the top edge, is visible.

Required Articles on Police Equipment Belt or Load Bearing Outer Vest Carrier

The following must be worn on the police equipment belt:

- Departmental weapon in issued holster
- Issued ASP baton, Model F26 in approved holder

The following may be worn on the police equipment belt, or load bearing outer vest carrier as listed:

- Authorized handcuff case and handcuffs
- Issued OC (spray or foam) device in approved holder
- Magazine holder with two loaded magazines (Issued by range staff to officers who successfully qualify with the equipment for day and reduced light fire courses)
- Portable radio holder
- Flashlight

Flashlights

Officers must carry an issued flashlight or an authorized alternative flashlight on their police equipment belt or outer vest carrier. Alternative flashlights must meet the following criteria:

- Black
- Any Material
- Maximum operational weight of 2½ pounds
- Maximum length of 7½ inches

Officers wearing the equipment belt shall conform to this section.

Optional Articles on Police Equipment Belt

The following are permitted articles on police equipment belts:

- Single-clip key ring
- Cell phone
- Belt keepers
- Miniature flashlight and holder

Within police or County facilities, the uniform of the day, or utility uniform may be worn without the police equipment belt. Within any area open to the public, an authorized firearm and holster shall be worn.

Belt Keepers

Belt keepers may be a maximum of 1" wide, with inside Velcro® fasteners or two brass snaps.

Handcuff Case

Officers may wear one of the following:

- Issued case

- Plain case with inside Velcro® fastener
- Plain case with two-handcuff capacity

Cell Phones

Employees may wear cell phones. Those with sound alerts shall silence them on assignments where safety is a consideration. Cell phones shall not be visible on the dress uniform.

5. Department Issued Cell Phones

Agency Issued Cell Phones

Agency issued cell phones will be provided to all police employees who, by the nature of their jobs, have a routine and continuing business need for use while conducting official business.

Employees shall have no expectation of privacy regarding any communication made with or stored in or through the cell phone issued by the Department.

Data use on personal, password-protected, web-based email accounts and any other services are subject to monitoring if an issued cell phone is used.

In accordance with this policy, Supervisors are authorized to conduct a limited administrative inspection of electronic files and downloaded applications without prior notice, consent, or a search warrant, on issued phones that have been used to conduct Department related business.

Administrative inspections can take place for work-related purposes that may be unrelated to investigations of employee misconduct. Supervisors shall conduct monthly inspections of cell phones to ensure they are operational and being used correctly.

Access to the internet through the issued phone is intended for official work-related business only. The internet shall not be used for any unprofessional and/or illicit purposes.

Employees will be responsible for any unauthorized financial responsibilities incurred while using the issued phone, to include roaming charges and initial/ recurring application fees.

Issued cell phones are prohibited from leaving the continental United States and shall not be used in any foreign nation without prior approval of the Chief of Police or their designee, and the Information Technology Division (ITD).

Cell Phone Operations

Employees will ensure the issued phone is configured to receive communications while on-duty, working secondary law enforcement employment, and while working in any Department-funded overtime capacity.

Employees will:

- Ensure the issued phone is:
  - Charged
  - "On" at all times except in those circumstances where it may be considered disruptive or a distraction
  - On their person or close enough to answer a call or text message that may be work-related
- Respond to all work-related calls and text messages made to the issued phone during the employee's shift or the next shift if received after the end of shift

The issued phone is classified as issued duty equipment and must be maintained and safeguarded in the same manner as all other assigned Departmental equipment. Any loss, damage, or theft must be reported to a Supervisor immediately and handled in accordance with Department policy. In instances where an issued cell phone is lost or stolen the employee's Supervisor shall notify ITD within 48 hours.

Employees may be subject to disciplinary action for any misuse, neglect, or loss of the issued phone, as well as financial liability.

The issued phone will be kept in a Department-issued, plain black, ruggedized case. No adornments are authorized.

Photographic images viewable on the issued phone home screen, or other internal screens may not be offensive or contain otherwise inappropriate images.

The issued phone will not be left unattended in public places or stored in a vehicle overnight. If an issued phone must be left unattended in a vehicle for a short period of time, it must be concealed and out of sight.

Issued phones supplement the Department's communication system and are not a substitute for radio communication through PSC. Issued phones are to be used as a secondary form of communication.

Approved usage includes, but is not limited to the following types of communication:

- Conveyance of sensitive or restricted information
- Undercover or special assignments
- Lengthy communication with Supervisors or their designee
- Communication beyond normal radio range
- Incidents in which direct communication with an employee is critical
- Personnel are authorized to use their issued phones for limited personal use that does not involve long distance, roaming, or international charges

Prohibited Uses

Employees are prohibited from using their issued phone for the following:

- Any call made in relation to personal financial gain by employees or employees' friends or relatives
- Transmission of any material in violation of any County, State, or Federal law or regulation
- Accessing or transmitting materials, other than that required for official police business, that involves the use of obscene language, images, jokes, sexually explicit materials or images, or messages that disparage any person, group, or classification of individuals is strictly prohibited, whether a recipient has consented to or requested such material

6. Holsters

The requesting officer's Deputy Chief must approve any exception to this General Order.

Any holster worn must provide weapon retention. Officers wearing a uniform without the police equipment belt shall use a black, belt-mounted holster that encloses most of the barrel and frame and firmly secures the firearm. Snaps may be brass-colored or black.

Uniformed officers carrying the Department-issued firearm on a police equipment belt shall use an issued holster. Non-uniformed, commissioned, and off-duty officers shall carry authorized firearms in a holster that:

- Securely attaches to the wearer's body or apparel
- Completely covers the trigger, the trigger guard, and most of the barrel and frame (the front of the holster may not be cut lower than 1 ½ inches below the breech face)
- Retains the firearm securely during physical activities such as running or jumping
- If the holster is equipped with a retention device or strap, the officer must be able to secure or fasten it without using his non-gun hand

The Manager, Firearms Training Section must approve any holsters not obtained through the Clothing & Supply Section prior to their use.

NCOs shall wear the issued holster on the police equipment belt when:

- Performing patrol duties
- Working extra duty employment in uniform

7. Restraint Devices

(CALEA 70.2.1)

Only restraint devices issued or authorized by the Department may be used. All other restraint devices are prohibited.

Flex-Cuffs®

The use of Flex-Cuffs® as a restraint device is generally restricted to incidents where officers plan to make multiple arrests.

When using Flex-Cuffs®, officers will make sure that they are able to slide their pinky finger between the Flex-Cuff® and the subject's wrist or ankle. Flex-Cuffs® will be checked for proper tightness every 30 minutes. Flex-Cuffs® will only be removed with wire cutters.

Handcuffs

Officers are authorized to use the issued Smith & Wesson Model M-100 handcuffs. Officers may also use Smith & Wesson hinged handcuffs.

Officers wishing to use any other brand or style of handcuff must have them inspected and approved by TED prior to using them.

The Ripp™ Hobble

The Ripp™ Hobble is authorized for use to restrain a subject only when one or more of the following circumstances are present:

- Active resistance
- Threatening behavior toward the officer or others
- The officer has articulable belief that the subject may try to escape on foot after being handcuffed, based on the subject's behavior or statements

The Ripp™ Hobble is not appropriate for use on compliant, non-violent subjects. Only those officers trained and certified by TED may use the device. It shall be used in accordance with the approved curriculum.

Under no circumstances will the device be used on a compliant or cooperative arrested subject. In addition, the device shall not be used on a subject who is known to be pregnant.

In all cases when the device is deployed, the arrestee will be continually monitored for signs of distress or the development of medical problems. If these problems develop, EMS assistance shall be immediately sought.

Following restraint, the individual shall immediately be moved to a seated or standing position to minimize the possibility of positional restraint asphyxia. The restrained individual should not be left in a prone (face down) or supine (face up) position for any longer than necessary to apply the restraint device. While in these positions, pressure on the individual's back or chest or the weight of the individual's own stomach may restrict normal breathing and lead to positional restraint asphyxia. Officers should pay close attention to ensure that an individual's breathing is not restricted.

An arrestee shall never be placed in a hog-tie position.

When transporting an arrestee in the Ripp™ Hobble, always secure the loose end inside the car. Never leave the strap hanging out of the door.

If force is used during the application or at any time during the incident on the arrestee, the use of the Ripp™ Hobble shall be included in the Use of Force Review in BlueTeam. ***See:*** **VOLUME II, CHAPTER 58. USE OF FORCE**.

The WRAP™

If an officer believes that an individual is experiencing drug psychosis, a mental health crisis, or any other bizarre behavior the officer shall:

- Notify Communications of a possible Signal 90
- Notify a Supervisor the rank of Sergeant or above, who shall respond to the scene and authorize the use of the Wrap™ if appropriate
- Request an EMS unit for transport assistance to a hospital
- Stand by until adequate officers arrive to initiate the authorized swarm method utilizing the Wrap™ restraint system

If signs of breathing or medical problems develop once the individual is restrained, the WRAP™ should be removed, and appropriate first responder medical attention shall be immediately administered while awaiting EMS. PSC will be updated on the subject's medical condition by the officer so the responding EMS unit can be advised.

Once the individual is properly restrained in the Wrap™, they will be transported in a seated position via PGFD ambulance to the closest designated hospital within Prince George's County. The designated medical facilities include:

- Fort Washington Medical Center
- Laurel Regional Hospital
- Luminis Doctor's Community Hospital
- MedStar Southern Maryland Hospital
- University of Maryland Capital Region Medical Center

An officer will ride in the ambulance and continually monitor the restrained individual for signs of positional restraint asphyxia. An officer shall remove the WRAP™ if requested by an attending EMS provider.

When the transported subject requires an emergency psychiatric evaluation, the custody officer shall complete the appropriate paperwork.

Only officers trained and certified by TED may use the device. It shall only be used in accordance with the approved curriculum.

The Wrap™ is not appropriate for use on compliant, non-violent subjects. In addition, the device shall not be used on a subject who is known to be pregnant.

Each time the Wrap™ restraint system is deployed the use of the Wrap™ shall be included in the Use of Force Review in BlueTeam. ***See:*** **VOLUME II, CHAPTER 58. USE OF FORCE**.

Supervisor's Responsibilities

Supervisors will immediately respond to the scene of a Signal 90 with the Wrap™ device when notified. The Supervisor will determine whether the Wrap™ will be deployed based on the behavior of the subject. If the device is deployed, the Supervisor will ensure proper transport to a medical facility.

The Supervisor should inspect the Wrap™ after each use for signs of wear and fatigue. All belts should be free from tears, fraying, worn, or damaged fasteners, and damaged stitching. If cleaning is necessary, apply a mild soap or disinfectant. The Wrap™ should be allowed to thoroughly air-dry in an area that is not exposed to direct sunlight. Do not dry clean or attempt to dry the Wrap™ with a heating device. If any deficiencies are observed in the device, it should be returned to TED for repair or replacement.

Spit Shield

Spit shields are a temporary protective device designed to prevent an officer or other person from being subjected to contamination by an individual forcibly ejecting saliva or other objects and substances from their mouth. Department-issued spit shields are made of a breathable mesh fabric which is applied over the head of the individual with a loose elastic band to keep it in place. With the exception of an N95 mask, other items shall not be used in place of a Department-issued spit shield to cover an individual's face, due to the potential risk of inhibiting breathing and obstructing the view of an individual's face to determine consciousness or distress.

Only the Department-authorized spit shield shall be used. Spit shields shall be used in accordance with manufacturer guidelines and Departmental training and policy. When possible, a subject's eyeglasses and jewelry should be removed and secured before applying the spit shield. If unable to remove them, special care should be taken to avoid the spit shield catching on jewelry or eyeglasses.

Spit shields may only be used on individuals who are under arrest, during transport, and/or being taken into lawful custody for exigent circumstances, such as emergency petitions. Spit shields should never be used as a punitive measure.

An officer may use a spit shield when they have observed a subject spitting, or they have an objectively reasonable and articulable belief that the spitting behavior is likely or possible. Objectively reasonable factors can include, but are not limited to:

- The person's behavior (e.g., resisting, uncooperative, combative, assaultive behavior)
- The person's actions (e.g., actively spitting at or on another person, in a vehicle, or in a building; attempting, motioning, or making noises that indicate they plan to spit)

- Threats made (e.g., threatening, either verbally or non-verbally, to spit)

If possible, the officer should warn the individual that a spit shield may be used or is about to be applied. While the spit shield is in use, the officer must constantly monitor the individual and ensure they are never left unattended, whether in a vehicle or a detention cell.

Once the spit shield is applied, the individual shall not be placed in a prone position, due to the potential for asphyxiation and the inability to monitor the individual. The device shall not be tightened in any manner around the neck or otherwise attached directly to the wearer. Only one spit shield may be used on an individual at a time; layering multiple shields is prohibited. If a spit shield becomes wet and soaked through to the point it is sticking to the face, if there is a continued need for its use, the wet shield should be removed and replaced with a new spit shield.

Spit shields shall not be used when the following conditions exist, or shall be removed as soon as possible if these conditions occur after application:

- Knowledge of any medical conditions that would be impacted by using the spit shield (e.g., pregnancy, asthma, breathing disorders)
- When the person has been exposed to OC or other chemical agent(s)
- Vomiting
- Labored or distressed breathing
- Profuse bleeding around the face and/or nose, or if the mask shows active bleeding
- Unconsciousness
- If application becomes difficult based on the physical attributes of the individual (e.g., the person's head, neck or hair, are larger than the device's opening or cannot be comfortably contained within the device)

Individuals experiencing a mental health crisis may experience high levels of distress once the spit shield is applied, so officers should use their best judgment to determine whether continued use is appropriate.

Spit shields shall be removed at the request of EMS providers or hospital personnel for medical assessment or treatment. Spit shields do not need to be removed when transferring an arrestee to the Department of Corrections. DOC will make the determination if it needs to be removed based on the arrestee's behavior. Spit shields may not be reapplied to the same individual after removal, a new spit shield must be used.

Spit shields shall be removed once there is no longer a reasonable belief that the person poses a threat. Special care should be used when removing spit shields to avoid the spit shield catching on jewelry or eyeglasses.

Spit shields are disposable, one-time-use devices that will be disposed of in an appropriate "biohazard" container; they should never be reused. ***See:*** **VOLUME I, CHAPTER 15. EMPLOYEE INJURIES & ILLNESSES, 16. Infectious Disease Exposure Guidelines,** ***Disposal of Contaminated Items***. Replacement shields may be obtained from the District Station.

Spit Shields on Juveniles

Officers should exercise caution when using spit shields on juveniles and avoid use when possible. Officers will take into account individualized factors of the juvenile to

determine whether use is appropriate, including, but not limited to:

- Risk posed to the safety of the officer or others from the spitting behavior
- Apparent age and maturity
- Body size
- Relative strength of the officer relative to the juvenile
- Any known medical issues (e.g., pregnancy, asthma, breathing disorders)

Juveniles should be warned before the spit shield is applied, whenever possible.

Spit Shield Reporting

An officer shall document the use of the spit shield and reasons for its use within the RMS Case Report.

When physical coercion is used to apply the spit shield, or the incident includes any use of force at any time on the same individual, the use of the spit shield shall be included in the Use of Force Review in BlueTeam. ***See:*** **VOLUME II, CHAPTER 58. USE OF FORCE**.

Examples of physical coercion may include, but are not limited to:

- Holding a person's head in place
- Forcibly holding a person's shoulders down

8. Gas Masks

Gas masks are issued to officers. Officers are responsible for proper care and replacement as needed.

Supervisors shall inspect for the gas mask and note it on the Vehicle Inspection Form.

9. Riot Helmets

The riot helmet may only be worn with Supervisory approval. On-duty patrol and SOD officers (except motors officers) shall maintain a riot helmet at their assignment or in the police vehicle.

Officers deployed at a civil disturbance shall have their ID number affixed to their riot helmet in a manner which makes individual identification possible to Supervisors and citizens. The type and manner of display of identification numbers will be determined by the Commander, SOD, Special Services Section.

10. Rapid Response Pack

The Rapid Response Pack (RRP) is an emergency kit comprised of ballistic protection and specialized equipment for providing life-saving intervention when officers are operating in the Hot Zone of an active threat incident. The RRP is designed for discrete wear and carry.

Officers who receive the RRP shall receive training and instructions for using the pack prior to issuance. RRPs are only issued by TED.

The RRP may be worn, carried, or stored in proximity to the officer, as necessary, but must be securely stored when not in use. Officers are responsible for the care and maintenance of all components of the pack and must inspect it monthly. Any damage, defects, loss, or missing items shall be documented immediately along with notification to the Commander, Advanced Officer Training, Training and Education Division.

No items shall be affixed to, or placed in, the RRP in a manner that would interfere with the deployment functions of the pack. Officers are prohibited from attaching unauthorized items patches, logos, or insignias to the outside of the pack.

The RRP will be returned to TED upon transfer, promotion, re-assignment, separation, or as directed by the Commander, Training and Education Division.

11. Motorcycle Helmets

Officers shall wear a Department motorcycle helmet whenever operating departmental motorized equipment, including, but not limited to:

- Two-wheeled vehicles
- All-Terrain Vehicles (ATV)

12. Reflective Safety Vest

(CALEA 61.3.2.e)

The reflective safety vest will be worn as the outermost garment whenever any employee or police explorer is engaged in traffic direction, except during an emergency short-term situation.

13. Tire Deflation Devices

(CALEA 41.2.3)

An alternative to stopping a vehicle being pursued, or to reduce the speed of a vehicle that may be fleeing from an officer, is the use of a tire deflation device. Only Department-approved tire deflation devices may be used by officers. Officers must be certified to use these devices prior to deployment. *(CALEA 41.2.3.c)*

Tire Deflation Devices are issued in an assortment of sizes for different implementation strategies. These include:

- Full traffic lane coverage
- Coverage of one side of a vehicle (between front and rear tires)
- Coverage of a single tire

Use of a Tire Deflation Device on a moving vehicle will be accomplished only with a full traffic lane coverage device. Whenever possible, prior to the deployment of a Tire Deflation Device on a moving vehicle, the deploying officer will request approval from the Shift Commander. The deploying officer will broadcast the location to PSC that the Tire Deflation Device is deployed, including the street/road name, direction, and lane number. *(CALEA 41.2.3.b & d)*

Officers will allow enough clearance between the moving vehicle and police vehicles to allow the Tire Deflation Device to be removed from the roadway.

Tire Deflation Devices not designed for full lane coverage will only be deployed when the target vehicle is stopped or parked. Whenever possible, prior to deployment of a Tire Deflation Device on a stopped or parked vehicle, the deploying officer will request approval of a Shift Commander. The deploying officer will broadcast the location to PSC where the Tire Deflation Device is deployed, including street/road, direction, vehicle/suspect description and reason for deployment.

Tire Deflation Devices may be deployed with a Shift Commander's approval in situations in which a pursuit would not otherwise be authorized. These situations include serious traffic violations or motor vehicle offenses that create a continuing threat or danger to the public or other police

officers, such as, but not limited to (*CALEA 41.2.3.b & d*):

- Stolen autos that fail to stop
- Reckless/negligent driving
- Known armed individuals that fail to stop
- Tactical situations such as barricades, civil disturbances, or warrant services
- DUI

Only sworn officers who have received both the required classroom and practical training are certified to deploy tire deflation devices.

The Washington Area Vehicle Enforcement (WAVE) shall maintain a training program in the use of authorized tire deflation devices. Retraining on the tire deflation device will be provided as directed by the Commander of WAVE.

At no time when deploying a Tire Deflation Device shall cords or other parts of the device be held or wrapped around the deploying officer's wrist, hand, arms or other body parts, including clothing or gear. Cords shall be laid on the ground until the Tire Deflation Device is struck by the wanted vehicle.

Officers must ensure that they are able to observe the fleeing vehicle and not in the path of travel of any vehicle on the roadway when deploying the device. They should use distance or a hard barrier (e.g., guard rail, large tree, concrete barrier, or other significant structure capable of stopping an approaching vehicle) as protection, not simply their Departmental vehicle, as the fleeing vehicle may attempt to swerve to avoid the deployment of the device.

Once deployed, the tire deflation device shall be immediately removed from the roadway. Under no circumstances should a deploying officer enter the roadway to deploy or retrieve the device.

Tire Deflation Devices shall not be deployed:

- In situations involving two or three-wheeled motorcycles or four-wheel all-terrain vehicles
- On exit ramps, merge lanes, just prior to intersections, or turn lanes
- When non-involved vehicles may be damaged.
- On vehicles known to be carrying hazardous materials

Single Tire Deflation Device

Single tire deflation devices may be deployed by trained officers, when safe to do so, to prevent an anticipated vehicle pursuit. These devices may also be used during active investigations on four-wheeled vehicles, with Supervisory approval. This excludes ATVs, UTVs, golf carts, and other recreational vehicles.

Single tire deflation devices may be deployed under the following conditions:

- During surveillance operations when the target vehicle is stationary and believed to be unoccupied
- During the execution of search and seizure warrants on vehicles and/or occupants when a vehicle occupant is identified as a wanted individual
- When making a warrantless arrest during coordinated investigative operations, with commander approval

Operational requirements and guidelines are as follows:

- Officers will operate in teams of at least two with one deploying officer and one designated lookout
- Prior to deployment, PSC must be notified and provided with the location, vehicle description, reason for deployment, and any other relevant information
- Officers must maintain continuous observation of the target vehicle while the device is deployed
- If surveillance must be discontinued for any reason, the device will be immediately removed
- Upon completion of the operation, PSC will be updated with final status information

All uses of a Tire Deflation Device shall be documented in a Case Report and forwarded to the Tire Deflation Device Coordinator and IAD, prior to the end of shift. (*CALEA 41.2.3.e*)

Replacement of deployed tire deflation devices will be the responsibility of the District/Division Non–commissioned Officer (NCO). The deploying officer shall arrange for replacement of the deployed tire deflation device within 72 hours, by delivering the deployed device to the NCO.

14. Tactical First Aid Kits

Tactical Emergency Casualty Care (TECC) Kit

The Tactical Emergency Casualty Care (TECC) kits are issued to officers to provide emergency care to themselves and others in extreme or critical circumstances if they are the first to arrive on the scene of an incident.

TECC kits enable officers to deliver lifesaving care by quickly controlling hemorrhaging from extremity injuries such as those to the neck, arms, or legs, caused by gunshot wounds, stabbings, slashes, or partial and complete amputations, for example.

Training for the TECC kit is mandatory prior to issuance and each kit will be assigned to the officer and not to their assigned Departmental vehicle, where it must be kept. The kit must be kept in the officer's vehicle, and if reassigned to a different vehicle, the officer is responsible for transferring the TECC kit accordingly. It should be securely attached to the back of either the driver or passenger-side front headrest to ensure quick access in an emergency. Officers who are not assigned a marked or unmarked Department vehicle, such as those using leased vehicles, are not required to mount the kit on a headrest, but they must still ensure it is readily available.

When any item in the TECC kit is used, documentation of the incident is mandatory. The officer shall bring a copy of the Case Report and their kit to TED for follow-up within 72 hours of the incident. The report should detail the officer's actions, including the specific item(s) used and the techniques applied to the victim. If a TECC kit is lost or stolen, the officer shall document in a Case Report and present a copy to TED for reissuance of a new kit.

Individual First Aid Kit (IFAK)

Similar to TECC kits, the Individual First Aid Kit (IFAK) is issued to officers to provide critical lifesaving care to themselves or others in dire circumstances when they are the first arriving responders.

IFAKs allow officers to provide life saving care by controlling severe hemorrhaging to the extremities, such as the neck, arms, or legs. IFAKs differ from TECC kits in that

they are carried by the officer on their person rather than being staged in a cruiser.

Training for the IFAK is mandatory prior to issuance, and each kit will be individually assigned to the officer. The IFAK is considered a required piece of equipment that officers must carry while on duty. It shall be worn in one of the following three approved locations:

- The designated vest carrier
- The duty belt
- Left cargo pant pocket

The IFAK shall be placed in a location that is accessible by both the left and right hand of the officer when placed on the vest carrier or duty belt. When not placed on the vest carrier or duty belt, officers will place the IFAK in the left pocket of their pants to ensure that there is uniformity between officers.

When any item in the IFAK is used, documentation of the incident is required. The officer must bring a copy of the Case Report along with their IFAK to TED within 72 hours for follow-up. The report should detail the officer's actions, including the specific item(s) used and the techniques applied to the victim. If the IFAK is lost or stolen, the officer must complete a Case Report and provide a copy to TED to receive a replacement kit.

15. Naloxone

(CALEA 41.2.8)

Naloxone is issued to provide critical emergency medical care to persons who may have overdosed on opioids. Opioids may be legal such as painkillers or illegal such as heroin and fentanyl.

Only employees trained in the administration of Naloxone are permitted to deploy it. Upon completion of the training, certifications and naloxone kits will be provided to all employees by the Health Department and are valid for two years

When an employee encounters an individual who has possibly overdosed, they shall proceed as follows:

- Provide the location and relevant details to Public Safety Communications
- Check for signs of opioid overdose
  - Will not wake up
  - Breathing is slow or irregular
  - Pinpoint pupils
- Deploy Naloxone
  - Remove Naloxone from its box
  - Peel the tab to open
  - Gently insert the tip of the nozzle in either nostril
  - Press the red plunger firmly
- Post Deployment
  - Place the individual in the recovery position
  - Watch the individual closely and perform other life saving measures if needed
  - If the individual does not respond to the first dose of Naloxone in 2-3 minutes, deploy a second dose, if available
  - Remain with the individual until medical help arrives

Employees will be given two initial doses of nasal naloxone.

Documentation

Use of naloxone shall be documented in the RMS case report. Non-sworn employees who do not have access to RMS shall contact their Supervisor to complete the RMS Case Report. If the Supervisor of a

non-sworn employee does not have access to RMS, the lowest ranking sworn superior in the employee's chain of command will complete the RMS Case Report.

After completion of the RMS Case Report, employees shall contact TED to facilitate obtaining a replacement dose from the County Health Department

16. Manual Breaching Tool Kit

Manual Breaching Tool kits are authorized tools that are used only during critical incidents in which the loss of life is imminent or when other exigent circumstances exist. Officers must complete the Manual Breaching Tool course before the kits can be issued.

Manual Breaching tools allow officers to facilitate immediate entry into buildings, vehicles, or other structures. The Manual Breaching tools must be used in accordance with Departmental guidelines and training. Any forced entry or damage to property as a result of using the tools must be documented. (***See:*** **VOLUME II, CHAPTER 31. FORCED ENTRY, HAZARD, & NEXT OF KIN NOTIFICATIONS**)

Officers who are issued Manual Breaching tools are responsible for maintaining the tools as well as reporting any damaged, lost or stolen tools. Manual Breaching tools that are damaged, lost, or stolen must be reported to a Supervisor and documented in a Case Report. Supervisors will inspect the tools monthly for any signs of damage, rust, or excessive wear and document the findings on the Vehicle Inspection form.

Manual Breaching Tool kits are assigned to specific squads or units, with the receiving officer signing to acknowledge that the equipment remains with the unit if they transfer or leave the Department.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

References:

- Prince George's County Administrative Procedure 119

18. SECONDARY (EXTRA-DUTY) EMPLOYMENT
(October 2023)

I. POLICY

The Prince George's County Police Department recognizes the benefits of secondary employment, both to its employees and to the community.

The Department may, consistent with applicable State and local laws and regulations, reasonably regulate secondary employment to ensure that employees meet the Department's goals and objectives. For example, it is necessary that employees have adequate rest to be alert during their normal tour of duty. In addition, the nature of the duties and obligations of the Department may require that employees work irregular schedules that are subject to change to meet deployment needs. As a result, the Department may limit or prohibit secondary employment that is detrimental to its objectives. Accordingly, it is the policy of the Department that employees may engage in secondary employment when the employment:

- Conforms to the existing laws and regulations
- Does not conflict or interfere with the mission of the Department
- Does not present the perception of impropriety
- Does not undermine the integrity of the Department
- Does not present a real or potential conflict of interest between the employee's duties and the duties for the secondary employer
- Does not directly or indirectly interfere with the proper and efficient performance of the employee's Departmental duties

It is the responsibility of all Departmental supervisory personnel to ensure compliance with this policy.

II. CHECKLIST (N/A)

III. DEFINTIONS

Non-Law Enforcement Secondary Employment: Employment that is not related to law enforcement or security, does not require the use of law enforcement power or authority, and does not utilize any police department equipment, uniforms, or similar assets; is not performed during assigned duty hours, and does not threaten to tarnish the dignity of the Department

Secondary Law Enforcement Employment (SLEE) (AKA Part-Time): Employment in which an officer is compensated by an entity other than the Prince George's County Police Department for the performance of law enforcement or law enforcement related duties including, but not limited to, security, traffic direction, and parking enforcement

County Supplemental Secondary Employment (AKA Overtime): Employment in which an officer is compensated by the Prince George's County Police Department for the performance of law enforcement duties rendered in support of a County agency sanctioned event or program (e.g., school athletic events, FedEx Field, MGM, BOP, CAST, and Division OT, etc.)

Night Clubs: An entertainment venue which usually operates late into the night, generally offering patron dancing with a DJ and/or other forms of live entertainment

Extra-Duty Management Software: Departmental-preferred software application used to assist with coordinating SLEE and other specified Departmental overtime assignments (e.g., school athletic events, FedEx Field, MGM, BOP, CAST, and Division OT, etc.)

Rent Deal: A living arrangement in which a sworn officer is charged reduced or free rent

Secondary Employment Coordinator: Reports to the Commander, Internal Affairs Division (IAD), to act as the Department's liaison between officers and businesses that want to participate in SLEE

Site Coordinator: An officer or agent of a business who coordinates or schedules other officers to work for secondary employers, performing SLEE-related work

IV. FORMS

- Secondary Law Enforcement Employment Request Form (PGC Form #5243)
- Secondary Law Enforcement Business Request Form (PGC Form #5238)
- Secondary Law Enforcement Employment Business Agreement (PGC Form #5242)
- Secondary Law Enforcement Employment Monthly Activity Report
- Secondary Employment Inspection Form
- Secondary Employment Business Accountability Form
- Secondary Law Enforcement Employment Site Coordinator Request Form
- SLEE Monthly Schedule
- Rent Deal Agreement (PGC Form # 5295)

V. PROCEDURES

1. Application Process

Non-Law Enforcement Secondary Employment

In accordance with Prince George's County Policy, all Departmental employees (sworn and non-sworn) must submit requests to work non-law enforcement secondary employment to the Office of Ethics and Accountability (OEA) for approval through its online form available on its website, https://www.princegeorgescountymd.gov/1028/Ethics-Accountability.

Secondary Law Enforcement Employment and County Supplemental Secondary Employment

All Departmental employees must receive Departmental approval to engage in any form of secondary employment, regardless of the type or classification of the employment, as defined in this policy. All secondary employment requests shall also be submitted through the employee's Chain of Command to the Secondary Employment Unit (SEU) for approval.

The SEU shall be the primary unit responsible for administering the policy of the Department to oversee all forms of secondary law enforcement employment (SLEE) for all employees. Thus, employees seeking to engage in secondary employment must submit the appropriate SLEE Request Form through their Chain of Command to the Secondary Employment Coordinator who shall serve as the coordinator for the

approval process. Further, prior to participating in SLEE, officers shall adhere to the following requirements:

- Attend and complete SLEE training
- Attend and complete extra-duty management software training

The Secondary Employment Coordinator is responsible for overseeing the work of site coordinators. Site coordinators are responsible for providing information in the extra-duty management software to the SEU regarding secondary employers of which the Site Coordinators are affiliated, including, but not limited to, monthly schedules, hours worked by officers, and any other issues related to secondary employment at the particular site. All businesses requesting SLEE must designate a Site Coordinator for their business, subject to SEU approval.

The Site Coordinator shall notify SEU to update SLEE records when significant events related to the business occur, including but not limited to:

- Change of business ownership
- Change of business name and address
- Business ceases to operate
- Business discontinuance of SLEE
- Change of Site Coordinator

Monthly schedules are to be sent to the SEU Coordinator at PGPD_OSE@co.pg.md.us by the last Monday of each month as well as upload into the extra-duty management software for the upcoming month.

The SLEE Site Coordinator must meet the following minimum requirements:

- Minimum of three (3) years of service
- Minimum of five (5) years and the rank of Corporal and above for:
  - Dance halls
  - Night clubs
  - Bars or any establishment where the primary business is serving alcohol
- Maintain a rating of satisfactory or above on their annual Past Performance Appraisal (PPA)
- Attend and complete SLEE Site Coordinator training
- Attend and complete extra-duty management software training

Site Coordinators will be limited to managing only five (5) SLEE locations. Site Coordinators shall ensure that officers have jurisdictional authority when scheduling officers to work that location.

An employee's authorized secondary employment activity may be suspended or terminated by the Department if it is determined that the employment interferes or conflicts with the requirements of the employee's official duties. Documentation explaining the conflict shall accompany such suspension or termination in the form of a memorandum.

Moreover, the IAD Commander shall ensure that a thorough and documented review of SLEE requirements (*see* SOP) takes place for all potential secondary employers who wish to hire officers for SLEE purposes and may restrict officers from working for those employers and/or businesses if all requirements are not met. In addition, approval for secondary employment may be suspended or terminated by the Department upon credible information that the secondary employer, official representative of the employer, or SLEE Site Coordinator becomes the subject of a law enforcement investigation or enforcement action in which the focus of the investigation or enforcement action creates a conflict of interest between the secondary employment and the officer's status as a police officer, or the alleged

conduct presents a perception of impropriety for the employee or the Department.

The IAD's Audits and Inspections Unit is responsible for conducting monthly inspections to ensure that officers are following this policy.

In order to avoid any conflict of interest, the IAD Commander is prohibited from working SLEE or serving as a Site Coordinator.

2. Limitations

All Secondary Law Enforcement Employment (SLEE) must take place in Prince George's County. No SLEE will be permitted for sites outside of Prince George's County, except upon the express written approval of the Chief of Police or their designee.

Probationary officers shall not participate in SLEE; however, they may participate in Departmental overtime, as authorized by their Supervisor. Exceptions for Experienced Police Officers (EPO) to work SLEE may be given upon completion of Police Academy training and a minimum of 6 months service, upon approval by the EPO's Division Commander, with concurrence from the Chief of Police or their designee.

Sworn officers with less than 3 years of service are prohibited from working at:

- Dance halls
- Night clubs
- Bars or any establishment where the primary business is serving alcohol

Officers working at establishments where the primary business is serving alcohol must remain outside. They shall conduct periodic checks within the establishment at intervals of thirty-minutes unless police services are required.

Businesses employing five or more officers for SLEE assignments at the same time will be required to hire at least one PGPD first-line Supervisor (the rank of Sergeant or above). This assignment shall have a documented review by the IAD Commander.

Officers who are on administrative leave, restricted duty, no duty, or light duty shall not participate in any SLEE or County Supplemental Secondary Employment. Officers on restricted and light duty may, however, continue to work non-law enforcement Secondary Employment as long as such employment is not scheduled to take place during the hours of their normal or most recent duty assignment

Officers on sick leave shall not participate in SLEE for 24 hours after the end of the shift for which they were on sick leave. However, officers using sick leave to care for a household member or a person of which the officer is a caretaker (*e.g.*, a spouse, child, or elderly parent) may be exempt from this requirement. Officers must personally notify their immediate Supervisor of their leave status and the reason for it, along with the date and time of the SLEE.

The Supervisor shall then review the officer's circumstances and, if appropriate, with the concurrence of the shift/unit Commander, may exempt the employee from this requirement. The shift/unit Commander/Manager shall submit their approval, via memorandum to the affected Division Commander/Manager prior to the end of shift. Without supervisory notification and approval, officers shall not

receive an exemption. Commanders/ Managers shall forward all approved exemptions to the SEU.

Officers who call in sick for a court appearance shall not participate in SLEE during the 24 hours immediately following their scheduled court appearance time. This limitation may only be waived with the approval of the officer's shift/unit Commander/Manager. The shift/unit Commander/Manager shall submit their approval, via memorandum to the affected Division Commander/Manager prior to the end of shift. Without supervisory notification and approval, officers shall not receive an exemption.

Officers shall not work more than 16 hours per day during their regular tour of duty. This includes the following:

- Regularly scheduled tours of duty
- Overtime (extension of regular work schedule)
- SLEE
- A combination of the aforementioned hours

This excludes the following:

- Off-duty court appearances
- Certain County Supplemental Secondary Employment assignments (*e.g.*, FedEx Field and MGM)

Notwithstanding, officers may work more than 16 hours per day if they are directed to do so for Departmental operational necessity.

Officers shall not exceed 20 hours of SLEE per work week. These hours will be documented by the Supervisor and retained for the period of time consistent with the requirements for retention under applicable State law.

Officers holding the rank of Sergeant and above are prohibited from working for a subordinate within their immediate Chain of Command.

Supervisors shall ensure that leave requests are approved and placed in Kronos to eliminate any conflict in the extra-duty management software.

3. Prohibitions

Certain types of secondary employment conflict with the broader public interest of PGPD or may cause the ethics or reputation of PGPD and/or its employees to come into question. To avoid such conflicts and/or ethical dilemmas, employees may not be employed by, or have a financial interest in, any entity subject to their authority or that of the County, or any entity which is negotiating or has entered a contract with the County. Additionally, employees are restricted from any employment relationship which would impair the impartiality or independence of judgement of the aforementioned entities or the employee.

Effective January 1, 2024, all employees are prohibited from accepting compensation in the form of cash or in-kind goods or services.

Sworn Officers

The following types of employment or described activities are prohibited in any jurisdiction:

- As a commissioned police officer for any other county, municipality, or political subdivision. This does not apply to duties related to active military, reserves, or National Guard activities
- Employment or ownership in, or on behalf of:

  - An Attorney
  - A Bail Bond Agency
  - A Private Detective
  - An Insurance Agency
  - Tow Companies under a County contract, or during the employees tour of duty
- Involvement, in any form, in private investigation duties, including civil process service
- For any party in a labor-management dispute
- Participation in employment requiring conduct inconsistent with PGPD objectives, regulations, ethics, or that creates a real or potential conflict of interest
- Employment requiring the officer to directly sell, dispense, or serve alcoholic beverages in any manner
- Employment for any location that has nudity or partial nudity as a form of entertainment
- Employment for any location or business operating contrary to their Business License or Use and Occupancy Permit as required by law
- Employment for any location that does not possess a valid County Business License and/or Use and Occupancy Permit
- Employment or ownership in cannabis dispensaries
- Receiving payment from two or more employers for work performed simultaneously, even if the multiple employers agree to such an arrangement. An exception exists if the work is at a strip mall or similar location and the officer receives compensation from one source.
- From receiving compensation, including bonuses, either by check or cash directly from any officer and/or Site Coordinator for which the officer performed SLEE related work
- Employment or any position that requires the officer to handle cash
- From accepting or continuing any employment, or from engaging in any activity during the secondary employment, which would create a conflict of interest or the appearance of such a conflict
- From accepting compensation from an employer for the use of departmental vehicles, equipment, uniforms, or similar assets
- From working for any federal, state, or local law enforcement agency, or any contractor of such agency, in any law enforcement-related capacity
- From accepting employment in any position which would require access to police records, files, correspondence, or other information that is either confidential or that is not otherwise available to the public

Officers who seek an exemption for any of these restrictions shall submit their exemption requests through their Chain of Command to the Chief of Police.

SLEE approved businesses are responsible for providing all compensation to officers for services.

Non-Sworn Employees

In accordance with Prince George's County policy, any requests to engage in Non-Law Enforcement Secondary Employment must be submitted to the Prince George's County Office of Ethics and Accountability (OEA) for approval through its online form available on its website, https://www.princegeorgescountymd.gov/1028/Ethics-Accountability.

Certain restrictions apply to secondary employment for non-sworn employees unless exempted by the Chief of Police or their designee. Specifically, non-sworn employees shall not:

- Work SLEE
- Participate in County supplemental secondary employment while on sick leave or light duty
- Represent themselves as sworn police officers
- Wear PGPD uniforms in the performance of any secondary employment
- Work in a line of employment or at an establishment prohibited for sworn employees
- Participate in employment requiring conduct that is inconsistent with PGPD objectives, regulations, ethics, or that creates a real or potential conflict of interest
- Participate in employment for any location or business operating contrary to their Business License or Use and Occupancy Permit as required by law
- Work security-related work

Non-sworn employees who seek an exemption for any of these restrictions shall submit their exemption requests through their Chain of Command to the Chief of Police.

4. Exemptions

All Employees

All employees working secondary employment are to adhere to all Departmental policies and procedures. Employees will be held to the same standards of conduct and performance as they apply to on-duty work.

Any officer failing to use the extra-duty management software while working secondary employment will be subject to disciplinary action.

No employee shall solicit SLEE while on-duty, or at any other time or in any manner that would lead a reasonable person to believe that the regular provision of police services to their business or person may be impacted by the decision. This is considered extortion and constitutes a Category F Violation of Departmental discipline policy.

Employees shall not disclose any confidential information obtained in an official capacity to any off-duty employer.

Security Companies

Employees are prohibited from engaging in the business of providing security guards or special police officers to establishments or other individuals within Prince George's County. Employees are also prohibited from directly or indirectly engaging in the business of providing off-duty employees of the Department or other law enforcement agencies to perform law enforcement-related services to any establishments or other individuals within the County on behalf of a security company.

Employees shall not accept employment from any individual, business, corporation, or firm whose business primarily involves providing security guards or special police officers to commercial establishments or other individuals.

These prohibitions do not apply to employees who received written approval from the Office of Secondary Employment, prior to February 22, 2013, to maintain ownership, interest, or employment in a security company.

5. Notification to Public Safety Communications (PSC)

Officers shall notify PSC over the air (10-8) and clock-in via the extra-duty management software using their assigned Mobile Data Computer (MDC), or any County equipment, prior to beginning each SLEE.

The officer must clock-in and clock-out while at their job location to enable the GPS function. The dispatcher will initiate a Case Number for the job assignment. The officer shall provide PSC with the following:

- Name and ID#
- Working SLEE Sig. 19
- Name and address of business
- Hours
- Attire
- Supervising agency (if other than PGPD)

Officers must notify the dispatcher over the air of their out-of-service (10-7) status and clock-out in the extra-duty management software. The officer shall close the SLEE Case Number as code 319.

Officers may, at their discretion, provide a contact number to PSC via phone or MDC.

Officers working SLEE in a municipality shall also notify that jurisdiction's communications dispatcher immediately following the PSC in-service confirmation and shall acknowledge that they are on scene using the extra-duty management software.

Any officer failing to use the extra-duty management software while working secondary employment will be subject to disciplinary action.

Officers requiring a Case Number for an incident occurring during the SLEE assignment must request a separate Case Number for the specific reportable incident, and clear that case number with the appropriate code. Officers will not use the SLEE Case Number for case reporting.

6. Multiple Officer Secondary Law Enforcement Employment (SLEE) Locations

If the location is a designated multiple officer location, with five (5) or more officers working simultaneously, the senior officer may call in the SLEE information to PSC for all officers working and each officer shall acknowledge that they are on scene using extra-duty management software. The officer who calls the information in must provide PSC with:

- The number of officers required for that location
- The number of officers present at the time of notification
- The ID# of the officer's present
- Agency of the officers

The officer shall also immediately notify PSC if the number of officers present at a multiple officer location change throughout the SLEE shift. If the supervising officer (Sergeant or above) fails to appear at the SLEE site, the senior ranking officer on-site will notify the on-duty Shift Commander. The Shift Commander shall determine if the SLEE will remain authorized.

The senior or ranking officer is responsible for clearing the SLEE Case Number as code 319 after the assignment is complete.

7. Division Commanders/ Managers Responsibilities

Employees

Division Commanders/Managers may revoke an officer's approval to work SLEE for reasons including, but not limited to:

- An officer not receiving a minimum satisfactory performance rating on their PPA
- During a current appraisal period, in the judgment of the employee's Commander, the employee is failing to meet on-duty performance expectations
- An employee's SLEE impairs their ability to perform law enforcement duties
- Violations of the SLEE policy

Documentation in the form of a memorandum shall accompany the suspension explaining the reason(s).

Businesses

Division Commanders may, at their discretion, prohibit SLEE at specific locations within their respective Division. They may take into consideration several factors regarding the location including, but not limited to:

- Severity and types of crimes
- Number of crimes
- Cooperation by the business owner in resolving a crime problem
- Number of officers required at the location based on a safety assessment

The Division Commander shall notify the Commander, IAD of the prohibited site location. Approval of secondary employment will not be unreasonably withheld if it does not:

- Constitute a conflict of interest
- Does not interfere with the officer's duties as a county law enforcement officer
- Is limited to the officer's jurisdiction and does not put the officer's safety at risk

Owners of prohibited businesses or locations may appeal the prohibition through the IAD Commander to the Assistant Chief of Police. The Assistant Chief has ten (10) working days from the receipt of the appeal to render a decision. Upon request, the Chief of Police shall review the decision of the Assistant Chief.

The Division Commander shall conduct a review of all approved secondary employment sites within their Division every quarter, and document findings in a memorandum to be retained at the Division. A copy of the review shall be provided to the Chief of Police.

8. Attire

Officers working SLEE shall wear the complete uniform of the day or utility uniform, as appropriate.

Plainclothes SLEE is strictly prohibited without prior written approval from the Chief of Police or their designee. The request for plainclothes SLEE shall be forwarded through the Chain of Command to the Chief of Police for consideration.

9. Arrest Compensation

Officers will not be compensated by the Department for off-duty court appearances for arrests that result from SLEE.

10. Employment Responsibilities

Officers are responsible for checking the secondary employer's business approval status prior to engaging in secondary employment. A current list of approved businesses is located on the Department's shared drive (*I:\public\secondary employment\approved location).*

Division Commanders can obtain a copy of the SLEE Monthly Activity Report from the extra-duty management software, if needed. These reports are retained in the extra-duty management software consistent with the requirements for retention under applicable State law.

Officers engaged in SLEE will ensure that appropriate action to enforce the law and preserve public safety always takes precedence over any rules or restrictions set by the Department with regard to the SLEE. Officers shall log into the extra-duty management software for scheduling and to search for available shifts.

Officers engaged in SLEE will not act to enforce the rules and regulations of an employer that are not otherwise violations of the law.

Officers shall handle duties stemming from incidents occurring on the premises of the SLEE employer, including reports, lookouts, and arrests. In addition:

- Officers possessing vehicles shall transport their own prisoners
- Officers shall submit reports to a supervisor working that area or to the Division where the incident occurred
- Officers working inside a building or shopping center are required to respond to incidents occurring in the parking lot. They shall provide an initial assessment and request on-duty units as appropriate.
- Officers working traffic control assignments shall handle all traffic accidents

If there is a question whether an incident should be handled by the officer working SLEE or an on-duty officer, the final decision will be made by the on-duty OIC.

11. Departmental Vehicles

Employees possessing a Departmental vehicle shall comply with the applicable procedures detailed in **VOLUME I, CHAPTER 10. DEPARTMENTAL VEHICLES,** while working in any form of secondary employment. The use of Departmental vehicles during SLEE and non-law enforcement secondary employment is negotiated as part of the FOP Contract.

12. Rent Deals

Officers who participate in rent deal programs should do so with the understanding that they shall not work as the security guard or an on-demand law enforcement officer for the property. They shall not enforce any property rules or regulations that do not violate County, State, or Federal laws or regulations. Crimes are to be reported in the usual manner unless there is an exigent circumstance. When officers are taking law enforcement action, they shall make notification to PSC over the radio.

Officers who have a pre-existing rent deal or who are in the process of signing a new rent deal lease are required to notify the Secondary Employment Coordinator by email. The email shall be sent to PGPD_OSE@co.pg.md.us, and include the officer's name, the name and address of the

complex, a contact number, and the rent deal agreement signed by the landlord. Upon terminating a rent deal, officers shall notify the Secondary Employment Coordinator to be removed from the list.

13. Audits and Compliance

IAD's, Audits and Inspections Unit, shall conduct documented bi-annual audits of Division SLEE Monthly Activity Reports. IAD, Audits and Inspections Unit, will conduct documented quarterly, unannounced, inspections of SLEE locations.

On-Duty Shift Commanders will conduct documented, unannounced inspections of SLEE locations within their assigned Division during their tour. The inspection will be documented on the SLEE Inspection Form and forward to IAD, SEU. All violations will be forwarded to IAD, Audits and Inspections Unit, for investigation.

The frequency will be determined by the Deputy Chief, Bureau of Patrol.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Secondary Employment Unit, SOP
- Negotiated Labor Agreement Between FOP 89 and Prince George's County, Maryland
- Administrative Procedure 152

19. CHAPTER REDACTED

20. FIELD TRAINING PROGRAM (FTP)

(November 2025)

I. POLICY

The Field Training Officer (FTO) plays a key role in achieving the goals of the Field Training Program (FTP). The Department recognizes that in order for the FTP to be successful, careful consideration must be given to the selection of participants.

In addition to the completion of entrance-level instruction for new and experienced police officer candidates, the Maryland Police Training & Standards Commission (MPTSC) requires completion of an approved Field Training Program (FTP) before receiving police officer certification. Probationary Officers shall complete the entirety of the training program as dictated by the Departmental Field Training Coordinator. This training is an extension of the training provided by the Training and Education Division (TED), Basic Officer Training (BOT) and provides Probationary Officers with instruction, direction, guidance, and experience. This program is vital in developing judgment, critical thinking, increasing efficiency, and establishing good habits with respect to conduct and performance. The field training curriculum is based on tasks of the most frequent assignments encountered by new officers. *(CALEA 33.4.3)*

The FTP aids the Department in determining whether a Probationary Officer meets the requirements to become a permanent member of the Department. Every police officer must obtain and continue to maintain their certification as a police officer with MPTSC in order to remain employed as a Prince George's County Police Officer.

II. CHECKLIST (N/A)

III. DEFINITIONS

ADORE™ (Automated Observation Report and Evaluation Program): A web-based program used for the tracking, evaluation, and administration of the FTO program

County Probationary Period: Twelve months from the date of graduation from TED

Departmental Field Training Coordinator: An officer assigned to TED, Basic Officer Training Section, responsible for coordinating the FTO certification schools, facilitating debriefing sessions, and assignment of Probationary Officers to FTOs

District Field Training Coordinator: An experienced FTO appointed by a District Commander who serves as a liaison between the District Station and TED, Basic Officer Training Section

Field Training Officer (FTO): An officer with at least three years' experience as a Prince George's County Police Officer who has completed FTO training and been certified by MPSTC to train probationary officers

Maryland Police Training & Standards Commission (MPTSC): A body established October 1, 2016, by the Maryland legislature to govern police certification and training in the state. Commission members establish minimum standards of training and selection for police officers in Maryland

Probationary Officer: An officer who has graduated from TED Basic Officer Training

Section with a provisional certification issued by MPSTC

Student Officer: An individual who is enrolled in the TED Basic Officer Training course to become a police officer but has not completed their training or graduated

IV. FORMS

- Daily Observation Report
- FTO Critique
- FTO Release Memo
- Performance Assessment Form
- Personnel Notification Form
- PSC "sit along" Memo

V. PROCEDURES

1. FTO Period: Forty-Seven Day Minimum Requirement

Upon graduation from Basic Officer Training (BOT), Probationary Officers are required to complete a 47-day 12-hour workday course of instruction with an FTO, amounting to 564 hours of field training. The Probationary Officer is a student, not a partner, in a two-person unit. *(CALEA 33.4.3a)*

Probationary Officers may take two days of sick or annual leave during the FTP and receive credit for those days.

Probationary Officers shall not ride with an officer who is not a certified FTO for more than four days during the 47-day cycle. Days beyond the permitted four days shall be made up with a certified training officer. A certified training officer is an FTO, Sergeant, or Lieutenant. All training days shall be documented on a Daily Observation Report (DOR), even beyond day 47 or when conducted with a non-certified FTO. Probationary Officers are evaluated on the following scale:

- Meets standards
- Did not meet standards
- Not observed

Probationary Officers must have an overall rating of "meets standards" for each of the last 12 days of field training in order to be successfully released from the program and to obtain full police officer certification from MPSTC. Successful completion of the FTP is required to be retained as a permanent employee.

2. Assignment of Probationary Officers

Prior to their graduation, TED shall provide the Bureau of Patrol (BOP) with the number of Probationary Officers graduating from Basic Officer Training (BOT). BOP then provides TED with the number of Probationary Officers to be assigned to each District Station.

BOP will assign Probationary Officers to their FTOs. Approximately two weeks before graduation, the Probationary Officer will meet their assigned FTO.

3. Rotation Process

(*CALEA 33.4.3.f)*

The Departmental Field Training Coordinator shall set rotation dates for Probationary Officers between two different Districts as close to every 14 working days as practical, taking into account shift schedules and pay periods.

4. Debriefing Sessions

The Departmental Field Training Coordinator shall conduct two mandatory debriefing sessions during the Probationary Officer's field training. The first session will take place during the first rotation and the

second session will take place during the second rotation.

Debriefing sessions are conducted to evaluate the FTP, identify deficiencies, and provide a forum for the exchange of information and feedback. This enables the FTO and the Probationary Officer to evaluate their performance and review their training files. The Departmental Field Training Coordinator will meet with the FTOs and Probationary Officers separately to address any concerns.

FTOs and Probationary Officers are eligible for compensation for Debriefing Sessions conducted during regular days off.

5. Requirements for Releasing a Probationary Officer from Field Training

To be released from the FTP, Probationary Officers must:

- Complete 47 working days in the program
- Complete one working day at Public Safety Communications (PSC)
- Receive a "meets standards" rating, in every category for the last 12 days of the program
- Have the following documentation completed in ADORE™:
  - Daily Observation Reports (DORs) for all training days (minimum of 47 days)
  - Primary Supervisor's First Rotation Evaluation
  - Secondary Supervisor's Rotation Evaluation
  - Primary Supervisor's Final Rotation Evaluation
  - Completed Training Guide
  - FTO Release memo signed by the Patrol District Commander
  - Primary FTO Critique (completed by the trainee)
  - Secondary FTO Critiques (completed by the trainee)
  - PSC "Sit Along" memo

FTOs shall schedule by email FTO release meetings with the Departmental FTO Coordinator or their designee. Both the Probationary Officer and the FTO must personally appear at TED to request release from the FTP.

6. Extensions to the Field Training Program

The FTP is a minimum of 47 workdays. If a Probationary Officer's performance consistently, or egregiously, results in an evaluation of "does not meet standards" in any category during the last 12 days of the program, it may be extended. If a Probationary Officer misses 30 calendar days or more during the FTP, they must restart the program from the beginning and complete it in its entirety. The FTP, along with any remedial training, must be completed as soon as possible and no later than 365 days after graduation from BOT, and before the provisional certification issued by MPSTC expires. State law does not permit extension or renewal to the one-year term of a provisional police officer certification, and once expired, an application for police certification cannot be resubmitted for three years.

If the FTP is extended, the probationary period shall also be extended. TED will be responsible for completing the Personnel Notification Form required for extension by the Maryland Police Training & Standards Commission (MPTSC). The District Commander shall be responsible for completing the appropriate documents to

request any extension from the Police Personnel Division Commander/Manager.

When an FTO believes that an officer's training program should be extended, the FTO shall immediately notify the Departmental Field Training Coordinator, District Field Training Coordinator, and the Squad OIC via County email. The Probationary Officer's FTO or OIC shall make notification of the recommendation to extend the FTP via an Inter-Office Memorandum forwarded through the chain of command to the District Commander. A copy shall be sent directly to TED for inclusion in the Probationary Officer's training file.

The FTO, Probationary Officer, Squad OIC, Departmental Field Training Coordinator, and the Commander, BOT will then meet to evaluate the circumstances of the extension. The Departmental Field Training Coordinator, with concurrence from the Commander, BOT, shall determine the specific duration and parameters of the program extension.

If the Probationary Officer's deficiencies are significant, they will be sent TDY to TED immediately to allow for remedial training prior to restarting the FTP.

7. Remedial Training

The FTO may provide remedial training during the FTP. Examples of this include, but are not limited to:

- Require the Probationary Officer to repeat tasks
- Have the Probationary Officer observe the FTO perform certain tasks
- Temporarily reducing the responsibilities of the Probationary Officer
- Have the Probationary Officer provide verbal accounts of incidents

Remedial training must address deficiencies displayed by the Probationary Officer. The FTO shall document all remedial training, in addition to the daily evaluation, and forward through the chain of command to TED.

If the Probationary Officer has deficiencies that cannot be remedied during the FTP or an extension of the program, retraining shall be coordinated through the Departmental Field Training Coordinator

If the Probationary Officer does not perform satisfactorily during retraining, their police powers shall be suspended and they may be recycled through BOT or terminated.

8. Field Training for Experienced Officers

Experienced police officers who have no previous law enforcement experience with the Prince George's County Police Department shall complete the entire FTP.

Experienced police officers with previous sworn employment with the Department shall complete a FTP in compliance with COMAR standards as determined by the Departmental Field Training Coordinator.

9. FTO Selection Process

(*CALEA 33.4.3b)*

The FTO has two primary roles:

- A police officer with full patrol responsibilities, and
- A trainer, coach, and role model to the Probationary Officer

Candidates for the position of FTO shall:

- Be nominated by their immediate Supervisor and District Commander
- Have at least three years' experience with the Department
- Be willing to perform the FTO function
- Have an exemplary work history
- Qualify with their issued handgun

BOP will verify the nominated officer's work history by contacting the Internal Affairs Division. The Early Intervention Alert (EIA) System, as well as active or sustained investigations shall be reviewed. Based on this review, BOP will forward the names of the eligible candidates to the Commander, TED, for verification of their training history. Eligible candidates will be scheduled for an oral interview conducted by TED.

Selection to attend FTO School shall be based on the recommendation of the Supervisor, District Commander, Deputy Chief, BOP, the officer's training history, and their performance in the oral interview. The final selection of FTOs shall be based on each officer's performance in the FTO School.

The following shall disqualify an officer from serving as an FTO:

- Criminal misconduct investigations with sustained charges
- Investigations concerning questionable conduct pertaining to character, ethics, or morality with sustained charges
- Patterns of conduct or job performance that reflect negatively on the Department. Examples may include, but are not limited to:
  - More than two sustained Failures to Appear in a two-year period
  - Three or more preventable departmental accidents in a two-year period
  - More than two sustained violations of the use of force policy in a two-year period
  - Language violations
- Failure to qualify with their issued handgun
- Being under the Department's tri-annual training program, more than once in a three-year period

If an officer is the subject of an open or pending investigation for use of force or serious misconduct, they shall be suspended from eligibility as an FTO until the matter is resolved.

It is the responsibility of the FTO's Commander to notify IAD or the Firearms Training Section of their FTO status when notified of a pending investigation or failure to qualify. IAD or the Firearms Training Section shall make notification to the Departmental Field Training Coordinator.

10. FTO Training

(*CALEA 33.4.3.e)*

FTO candidates shall complete an initial MPTSC-approved FTO school and attend FTO refresher training to maintain their certification. TED schedules all FTO trainings.

11. Incentives for Field Training Officers

While training a Probationary Officer, FTOs shall receive:

- An increase in hourly pay, as determined by the current FOP collective bargaining agreement

- One hour of compensatory leave for each day they train a Probationary Officer
- Preferential consideration for training that enhances their performance as an FTO
- An FTO pin to be displayed on their uniform

12. Retention of Field Training Officers in the Field Training Program

To remain in the Field Training Program, FTOs must:

- Attend required FTO refresher courses
- Receive acceptable evaluations based on their performance as an FTO
- Complete required FTO evaluations with necessary detail
- Remain in a full duty status and up to date with all training requirements
- Qualify with their issued handgun
- Not be under the Department's tri-annual training program, more than once in a three-year period

13. Removal of Field Training Officers from the Field Training Program

FTOs may be removed from the FTP if the officer:

- Requests removal in writing
- Is the subject of an active or sustained internal investigation
- Receives unacceptable performance evaluations based on their duties as either a patrol officer or an FTO
- Fails to attend FTO in-service or a refresher course
- Fails FTO re-certification
- Fails to qualify with their issued handgun
- Is placed under the Department's tri-annual training program, more than once in a three-year period

The Commander, TED may remove an FTO from the program after consultation with the appropriate District Commander.

14. Squad OIC's Responsibilities

(*CALEA 33.4.3cf)*

The Squad OIC is responsible for supervising both the FTO and the Probationary Officer during the FTP to ensure that all requirements are met. The Squad OIC may serve as a temporary FTO in exigent circumstances, however, they shall not be assigned as the primary FTO.

The Squad OIC shall:

- Review and provide comments on Daily Observation Reports
- Conduct the following evaluations during the probationary period:
  - Probationary Mid-point assessment
  - Past Performance Appraisal
  - Evaluations may occur more frequently during the probationary period as needed through the use of a Performance Assessment Form
- Ensure that the Probationary Officer spends one working day at PSC prior to release from the FTP
- Directly observe the Probationary Officer's performance prior to each Supervisor's rotation evaluation

15. Required Evaluations

(*CALEA 33.4.3.h)*

FTOs shall provide feedback and informal evaluations to the Probationary Officer throughout each shift. DORs shall be

completed daily prior to the end of shift. OICs and Shift Commanders shall sign and indicate concurrence or non-concurrence on all DORs. District Commanders and Assistant Commanders have access to all ADORE™ reports and should review subordinates' evaluations weekly.

Under no circumstances will an FTO be directed to change a rating in any category by a superior. If a superior disagrees with an FTO's evaluation, they may indicate non-concurrence and attach their comments to the evaluation. If there is a non-concurrence, at any level, the final evaluation rating will be determined by the Departmental Field Training Coordinator based on documentation and all available evidence.

16. District Field Training Coordinator

The District Field Training Coordinator is appointed by the District Commander. They must have previously served as an FTO and performed in an exemplary manner. They should be the rank of Corporal or below.

The District Field Training Coordinator shall:

- Assist with the assignment of Probationary Officers to FTOs
- Facilitate the rotation of Probationary Officers to their secondary District Station as directed by the Departmental Field Training Coordinator
- Serve as a liaison between the District Station and TED *(CALEA 33.4.3.d)*

17. District Commander's Responsibilities

District Commanders are responsible for formal recommendations to release or terminate the Probationary Officer, as well as the assignment of Probationary Officers to their FTOs. They shall review all performance evaluations for completeness and accuracy and forward them to TED.

18. Departmental Field Training Coordinator

The Departmental Field Training Coordinator is responsible for:

- Coordinating FTO certification schools
- Coordinating debriefing sessions
- Coordinating Probationary Officer rotations from primary and secondary Districts
- Serving as a point of contact for the District Field Training Coordinators, FTOs, and Probationary Officers
- Determining the duration and parameters of training extension
- Maintaining all field training files

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- Maryland Police Training & Standards Commission General Regulations, COMAR 12.04.01.01 et seq.

Reference:

- Prince George's County Administrative Procedure #213
- Training & Education Division, Field Training Officer Protocol

21. FISCAL & ASSET MANAGEMENT
(April 2023)

1. POLICY

It is incumbent upon all members of the Department to conserve and protect all funds, assets, and resources over which they have control. As integral parts of the Department's fiscal and asset management system, periodic audits and inventories ensure accountability and efficiency.

Employees representing the Department in business transactions with outside business organizations or private vendors shall conduct themselves in a way reflecting favorably on them and the Department. Acceptance of gratuities or benefits is prohibited.

Departmental resources will not be committed to furthering the work of a prospective contractor or vendor before the formation of a contract.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

IV. FORMS

- Equipment Custody Receipt (PGC Form #1890)
- Fiscal Management Division Requisition Form
- Physical Inventory Control Sheet, Communications Equipment (PGC Form #3287)
- Physical Inventory Control Sheet, Fixed Assets (PGC Form #3288)
- Physical Inventory Control Sheet, Furniture and Equipment (PGC Form #3289)
- Property Turn-in Report (PGC Form #8)
- Receipt for Payment to Confidential Source (PGC Form #3353)
- Transfer of Fixed Assets (PGC Form #2514)

V. PROCEDURES

1. Department-Sponsored Explorer Funds

Explorer funds are all monies received for the benefit of Explorer activities.

2. Expense Reimbursement

All requests for reimbursement of expenses in the performance of official duties (i.e., tolls, parking fees, etc.) must be submitted through the employee's Chain of Command to the appropriate Deputy Chief, or the Assistant Chief of Police's Operations Commander for components reporting to the Chief of Police or the Assistant Chief of Police, and then to the Fiscal Management Division (FMD). The original receipt(s) shall be attached to a buckslip.

Reimbursement will be on the employee's paycheck but will not be subject to tax.

3. Asset Inventories & Transfers

Annual Inventories of Fixed Assets

The Department will conduct annual inventories of fixed assets and document the transfer of fixed assets for future inventories.

Whenever any component or employee assumes custody of an item of equipment classified as a fixed asset, the component OIC or employee shall document the transfer of custody on an Equipment

Custody Receipt. Signatures on receipt forms will be obtained at the time fixed asset items are received at Departmental facilities. The form preparer shall submit the original form to FMD. The Manager, FMD, shall transmit copies to the preparer and the component or employee surrendering custody.

Equipment Custody Receipts are used to record temporary transfers of fixed assets such as an officer turning in a firearm for repair. The Departmental Armorer will keep the original form. The officer or unit turning in the weapon will keep the copy.

The Manager, FMD shall monitor compliance and report non-compliance to the appropriate Deputy Chief, or the Assistant Chief of Police's Operations Commander for components reporting to the Chief of Police or the Assistant Chief of Police, who will direct appropriate disciplinary action.

The Department shall report, as required by the Office of Central Services, on the following fixed assets/items:

- Items with an initial acquisition cost of $5,000 or more and having a usable life of not less than one year, except vehicle equipment permanently mounted on a vehicle
- Departmental firearms

Commanders/Managers are responsible for all items easily converted to personal use, with individual acquisition costs over $50.

Equipment acquired by operating lease agreements is not a fixed asset.

Items listed on completed inventory control sheets and Equipment Custody Receipts will be grouped according to item type, such as all chairs together.

Commander's/Manager's Responsibilities

Commanders/Managers shall, each January, conduct an inventory of fixed assets within their commands using appropriate inventory control sheets. During the inventory they shall:

- Compare the list of fixed assets provided by FMD with the fixed assets in custody
- List additional, missing or transferred fixed assets
- Correct inventory control sheets to reflect changes in room number, condition or usage of the fixed assets

On completing the inventory Commanders/ Managers shall complete Equipment Custody Receipts, listing all fixed assets added to their inventory. They shall retain a copy and transmit the original to FMD. They shall transmit Equipment Custody Receipts and Inventory Control sheets to FMD no later than February 1.

Commanders/Managers shall also notify FMD of each newly acquired, transferred, lost or destroyed fixed asset, or item of Departmental equipment.

Shortages of equipment items will be reported immediately to the Internal Affairs Division (IAD) for investigation.

4. Inventories

Change of Command Inventory

Each Commander/Manager shall conduct a fixed assets inventory within 30 days of a change of command, to include:

- Any item acquired with State funds
- Office furniture and office equipment including computers valued at more than $50
- Communications equipment costing $500 or more

When the change of command occurs close to January, the incoming Commander/ Manager shall contact the Manager, FMD, who may authorize one inventory to document the change of command and annual inventories. The incoming Commander/Manager shall document this inventory on the Equipment Custody Receipts and inventory control sheets and provide a copy of these to the outgoing Commander/Manager.

The incoming Commander/Manager shall note discrepancies in the inventory in a memorandum to FMD. The Manager, FMD, will attempt to resolve the discrepancies. If unable, they shall contact the Commander, IAD.

5. Communications Equipment

Department issued communications equipment (e.g., cell phones and radios) may not be transferred without contacting the issuing Division.

6. Converting Property for Departmental Use

Inventory Acquired Through Property Section

The Chief of Police shall transfer all unclaimed property to the Director of the Office of Central Services agent, who may assign certain serviceable confiscated property items to County agencies, such as electronic equipment, binoculars, etc.

Procedures for Conversion

When employees determine a need for an item likely to become available for conversion, they shall submit written justification to their Commander/Manager. If the Commander/Manager concurs with the request, they shall submit it to their Deputy Chief, or the Assistant Chief of Police's Operations Commander. Upon concurrence, they shall forward the request to the FMD Comptroller for review.

If it is determined that the property is available and can be transferred, the Deputy Chief, or Assistant Chief of Police's Operations Commander will submit the request to the Comptroller, FMD. If the request is declined, they shall return it to the requester with an explanation of the non-concurrence.

If approved, FMD, shall direct the OIC, Evidence & Property Management Warehouse, to notify the Division Commander/Manager that the property is available for transfer to their inventory.

The OIC, Evidence & Property Management Warehouse will document the transfer of property by memorandum, describing the property by identification numbers and characteristics and the Division accepting custody of the item. The OIC shall transmit copies of the memorandum to:

- Fiscal Management Division
- Internal Affairs Division
- Deputy Chief, or Assistant Chief of Police's Operations Commander for the requesting component

Commanders/Managers receiving an item shall immediately add the item to their inventory records to reflect the item.

7. Asset Transfer

Asset Transfer Between Commands

Interagency transfers of fixed assets are made through the Office of Surplus Property Acquisition and Disposal.

Fixed assets and Departmental equipment will not be transferred between Divisions without authorization from the releasing Commander/Manager.

Transfer of fixed assets is recorded on an Equipment Custody Receipt and Transfer of Fixed Asset forms. The original copy of each form will be forwarded to FMD by the receiving Commander/Manager. The Commander/Manager receiving custody of the asset shall transmit a copy of the receipt to the releasing Commander/Manager.

Interdivision transfer of fixed assets may be made, with appropriate revisions being made to inventory records. Notification to FMD will be made during the annual inventory. For these items the receiving Commander/ Manager shall notify FMD of the transfer by memo.

8. Disposal of Inventory Items

When an item of inventory is determined to be unserviceable, the Commander/Manager will submit a completed Property Turn-In Report to FMD. FMD forwards the report to the County Surplus Property Branch.

The requesting command must facilitate delivery of inventory items by either of the following methods:

- Store the item at the requesting command pending pickup by the Surplus Property Branch
- Deliver the item directly to the Surplus Property Branch; in these cases, a notation shall be made in the remarks section of the Property Turn-In Report indicating that the item will be delivered by the requesting command

9. Inspections & Audits of All Cash Funds

(PGPD Criminal Investigations Manual)

IAD shall conduct, at minimum, an annual audit of all investigative fund banks throughout the Department. IAD may conduct unannounced audits or inspections more frequently, if necessary. Audits shall be conducted on a semiannual basis for NED. IAD will maintain copies of all audits.

Only investigative units within BOIFS, BOHSI, patrol investigative sections, and IAD are permitted to maintain investigative funds. Commanders/Managers of Divisions that maintain investigative funds shall account for such funds by utilizing a continuous ledger. The use of electronic funds ledgers is authorized. The ledger must identify initial balance, cash received, cash disbursed, and the balance on hand.

Commanders/Managers shall appoint a funds custodian who will have the sole authority of disbursing funds and maintaining records and other documentation supporting expenditures. All requests for the issuance of investigative funds should be forwarded for approval to the requesting component's Deputy Chief, or Assistant Chief of Police's Operations Commander, for units reporting to the Assistant Chief of Police.

Commanders/Managers shall ensure that a quarterly audit is conducted, and initial and date the ledger to indicate the audit. The

findings of the audit, along with a copy of the audited ledger shall be reported through their Chain of Command to their Deputy Chief, or Assistant Chief of Police's Operations Commander to the FMD Comptroller. When an electronic funds ledger is used, it must be printed out, initialed, and dated. Each report shall contain, at minimum:

- Report of expenditures paid during the previous quarter
- The purpose of the expenditures
- Documentation adequate to justify expenditures

Security of Funds

A safe with a combination lock shall be maintained at any location where investigative funds are kept. All investigative funds, ledgers, and receipts shall be kept in the safe.

Duties of Funds Custodians

Funds custodians shall:

- Maintain transaction cards or receipts
- Remain informed regarding the history of payments made to confidential sources
- Prevent duplicate or unnecessary payments
- Maintain knowledge of the value of contraband
- Ensure the ledger is kept current and ready for quarterly and unannounced audits and inspections

The funds custodian may advance funds to personnel requiring access to monies for authorized expenditures. Advanced funds will be audited monthly. Authorized expenditures are:

- Monies used to purchase contraband (CDS or firearms)
- Expenses used to obtain information from a confidential source
- To defray investigative expenses to further a criminal investigation

Payments of more than $300 for any purchase, including rewards to confidential sources, require written approval by the respective Division's Deputy Chief or Assistant Chief of Police's Operations Commander, for units reporting to the Assistant Chief of Police. Commanders are responsible for ensuring that payments are not structured to circumvent this requirement.

Confidential Source Guidelines

Payment to confidential source informants is based on a case-by-case basis. Information is verified before there is any consideration of payment. The amount of payment rewards to confidential informants may take into consideration:

- Prior working relationship/knowledge of the informant
- Quality of information supplied, and the effort expended by the informant to gather the information
- Motivation of the informant

Generally, rewards fall within guidelines established in the Narcotics Enforcement Division's SOP. A Supervisor must approve all rewards. The Commander, NED must approve all rewards in excess of $1000.

Payment to an informant will be made in person with the informant. A record of the transaction will be signed by the informant, detective working with the informant, and a witness officer. A record of the transaction will be maintained.

Prohibited Uses of Investigative Funds

Investigative funds shall not be used to purchase:

- Food, beverage, or supplies for parties, cookouts, or events
- Tolls or other vehicle related fees including tinting windows
- Classes, seminars, or any educational materials
- Office supplies

Any deviation from this policy requires approval of the components Deputy Chief or Assistant Chief of Police's Operations Commander for units reporting to the Assistant Chief of Police.

10. Purchasing Procedures

Requisition Review & Submission

Commanders/Managers shall initiate requisitions. Requisitions are transmitted to FMD through the Chain of Command.

Requisitions must be accompanied by three written quotes unless the requested item is under contract. In that case, only one quote is required, and the Fiscal Management Division Requisition Form shall be used.

11. Requisition Processing/Supply Receiving

When requisitions are received, FMD determines the appropriate source of supply and facilitates the procurement.

When supplies are delivered from County general stores, the employee accepting delivery shall:

- Examine the deliveries against each packing slip and invoice accompanying the delivery
- Date and initial each
- Forward them to the appropriate Commander/Manager, who shall then submit them to FMD

Employees who discover discrepancies shall report them immediately to the Division Commander/Manager.

12. The Departmental Budget Process

The County's budget cycle operates on the Fiscal Year that begins each July 1 and ends the following June 30. Consistent with the County's budget cycle, the Department's budget process shall be coordinated through the Office of the Comptroller and FMD. Commanders/Managers will be notified by the Office of the Comptroller or FMD of the phases for upcoming budget process.

Written budget requests will be prepared by the major Departmental components and submitted to FMD through the Chain of Command. Budget requests received after an established deadline may not be considered. To be sensitive to an established deadline, Commanders/ Managers should oversee their respective command's budget requests and requirements.

The FMD Manager shall ensure that all County budget request forms and instructions are disseminated to the Commanders/Managers. Additionally, the FMD Manager, along with the Office of the Comptroller, will ensure that the Department

is in compliance with applicable provisions of Title 10 (*Finance and Taxation*) of the County Code, and Article VIII (*Budget and Finance*) of the County Charter.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- Prince George's County Government, Administrative Procedure 330
- Prince George's County Government Administrative Procedure 608
- Prince George's County Government Administrative Procedure 691
- County Code, Title 10. Finance and Taxation
- County Charter, Article VIII. Budget and Finance

Reference:

- Criminal Investigations Manual
- Narcotics Enforcement Division SOP
- Fiscal Management Division SOP

22. INTERNAL INVESTIGATIVE PROCEDURES

(March 2023)

I. POLICY

It is the policy of the Prince George's County Police Department to ensure that all investigations arising from a complaint are conducted fairly and openly and that the rights of the public are preserved. As required by Maryland HB 670, 2021, an Administrative Charging Committee shall review and make a determination or ask for further review within 30 days after completion of the investigating unit's investigation.

An investigator's primary responsibility is to conduct investigations and, when necessary, recommend disciplinary action.

Pursuant to the authority delegated by the Chief of Police, any sworn member of the Internal Affairs Division (IAD) may order any employee to provide a statement in conjunction with an internal investigation. Refusal to obey such an order is insubordination.

Internal investigations shall be handled confidentially. Investigative information and evidence shall not be disclosed unless authorized by law or by the Chief of Police. Notwithstanding other provisions of the General Order Manual, this does not preclude the established chain of command from reviewing such material.

II. CHECKLIST (N/A)

III. DEFINITIONS

Administrative Charging Committee (ACC): The civilian board that reviews the findings of administrative investigations conducted by the Department and makes recommendations of discipline in accordance with MPCTC Statewide Police Disciplinary Matrix

Field Investigation: Complaints forwarded by the Commander, IAD, to a Division Commander for investigation

Investigation: A detailed and systematic examination of the facts

Investigative Findings: All investigative conclusions shall be reported in one of the following classifications:

- **Exonerated:** The investigation found the alleged acts did occur, but they were justified, lawful, and proper
- **Non-sustained:** The investigation did not discover sufficient evidence to prove or disprove the allegations
- **Sustained:** The investigation found sufficient evidence to prove the allegations
- **Unfounded:** The investigation found the alleged acts did not occur or did not involve Departmental employees

Restricted Duty: A duty status that causes an employee to be placed in an assignment where there is a low probability of physical interaction with the public. At the discretion of the Chief of Police, this duty status can be with or without police powers

Internal Affairs Division (IAD): Consists of IAD, Administrative Investigations Section (AIS), Special Investigative Response Team (SIRT), Administrative Hearing Boards (AHB), and Discovery & Compliance Section

- **IAD:** Conducts or monitors internal investigations and has authority and control over all complaints regarding the conduct of employees
- **AIS:** Responsible for quality assurance of all Department operations, inspects organizational components, and gathers intelligence as assigned by the Commander, AIS
- **SIRT:** Investigates all intentional discharges of firearms by PGPD, Prince George's County Fire Department, and Prince George's County Department of Corrections officers; accidental discharges of firearms; in-custody deaths; serious use of force incidents; and certain criminal cases. SIRT also monitors all canine apprehensions and destruction of animal cases caused by the discharge of a firearm
- **AHB:** Conducts hearings concerning charges that have been sustained against sworn employees, determines findings of fact, and makes discipline decisions
- **Discovery & Compliance Section:** Oversees the Audits & Inspections Unit, Mobile Video Unit, Secondary Employment Unit, and Court Liaison Unit

Offense Conduct-Related: Violation or failure to comply with a duty, obligation, or requirement imposing a standard of behavior on an employee by any law or regulation, provided the violation bears a demonstrable relationship to the nature of the duties and responsibilities of the employee's position and constitutes a willful, indifferent, or grossly negligent act or omission by such employee

Offense Performance-Related: Occurs when an employee's performance is less than satisfactory in the execution of their duties, tasks, or responsibilities as listed in their job description

Respondent: An employee who is the subject of an internal investigation

Suspension: An administrative status in which any powers afforded an officer by privilege or statute, are removed until restored by the Chief of Police

Unreported Misconduct: Acts of misconduct not alleged in the original complaint

Witness: Anyone who was present, has personal knowledge of, observed, or heard something related to an incident

IV. FORMS

- Audio/Video Exception Authorization (PGC Form #4613)
- RMS Case Report
- PGPD Recorded Interview Script-Witness (PGC Form #4614)
- PGPD Recorded Interview Script-Witness Spanish (PGC Form #4614S)
- PGPD Recorded Interview Script-Respondent (PGC Form #4616)
- PGPD Duress Statement - Non-PCEA and non-sworn employees (PGC Form #3020)
- PGPD Duress Statement - Officers, and Probationary Officers (PGC Form #3021)
- PGPD Duress Statement - PCEA covered employees (PGC Form #3022)

- PGPD Duress Statement – Continuation (PGC Form #3023)
- PGPD Duress Statement – Final Page (PGC Form #3023A)
- PGPD Report of Investigation (PGC Form #67M)
- PGPD Statement of Victim/Witness/ Suspect (PGC Form #3026)
- Request for IAD Case Numbers (PGC Form #5074)
- BlueTeam Module

V. PROCEDURES

All Departmental employees shall cooperate with those authorized to conduct administrative investigations by fully and truthfully answering any questions pertaining to the investigation.

The Department explicitly prohibits any officer who used force during an incident, whose conduct led to the injury of a prisoner during an incident, or who authorized conduct that led to the injury of a prisoner during an incident, from investigating the incident.

1. Conducting Investigations

Upon receipt of a complaint, the Investigator shall review the allegation(s) and:

- Determine the alleged infraction
- Identify the complainant or victim
- Identify the respondent
- Gather relevant documentation
- Submit a Request for Case Numbers Form to IAD
- Complete background checks of all involved
- Interview all parties

Upon completing all of the above tasks, the Investigator shall complete a Report of Investigation and forward it through the chain of command to the Chief of Police.

The complainant shall be kept informed about the status of the investigation. This includes an initial letter confirming receipt of the complaint, periodic status reports, and notification regarding the disposition of the investigation. Notifications of the disposition shall not be sent to the complainant or respondent until authorized by the Chief of Police.

Upon completion of an investigation of a complaint made by a member of the public against an officer, the investigatory file shall be forwarded to the ACC for review.

2. Criminal Investigations

If a criminal charge is contemplated or likely, the investigator will advise the respondent of their Miranda Rights and proceed with the criminal investigation.

The investigator shall conduct a separate, independent, internal investigation regarding violations of Departmental written directives after the criminal case has been adjudicated in court or the State's Attorney Office declines to prosecute.

3. Administrative Investigations

Interrogation of Sworn Employees

All interrogations shall be conducted under duress. The Prince George's County Police Department Duress Statement Form shall be used to order the respondent to provide a statement and answer questions related to the investigation.

Probationary sworn employees are not afforded the opportunity to delay the

providing of a statement unless the incident involves a use of force.

Interview of Sworn Employee Witnesses

An employee identified as a witness shall be interviewed. The interview shall be documented on a Prince George's County Police Department Statement of Victim/Witness/Suspect Form. If necessary, investigators shall order witnesses to provide statements.

If, during an investigation, an employee originally identified as a respondent is determined to be a witness, the investigator shall notify them within one working day.

Interrogation of Non-sworn Employees

When the respondent is a non-sworn employee, the guidelines enumerated in the PCEA contract, Personnel Law, AFSCME contract and Prince George's County Code shall guide the course of the investigation.

4. Interagency Investigations

Employees shall not submit to interviews or interrogations conducted by employees of other agencies, unless authorized by IAD. An exception would be if a timely response is needed to facilitate emergency actions by the other agency; in such cases, responses to general inquiries are authorized. An example would be a Supervisor from another agency asking about criminal charges filed against their subordinate by our Department.

5. Discharge of Firearms – PSC Notifications

Anytime an officer discharges a firearm or becomes aware that any law enforcement, public safety, or corrections officer has discharged a firearm in the County, they shall immediately notify PSC.

Notifications Not Required

Notifications to PSC are not required for:

- Lawful firearms discharge unrelated to employment, such as target shooting or hunting
- Firearm discharge injuries at the Weapons and Survival Skills range requiring only minor medical attention

In the above case, the discharging officer shall complete a Case Report and a confidential interdepartmental memorandum with buckslip.

6. Police-Involved Shootings & In-Custody Deaths

Investigative Responsibility

The Maryland Attorney General's Independent Investigation Division (IID) will lead the primary investigation of all police-involved incidents that result in the deaths of a citizen or injuries likely to result in death, to include shootings, pursuits, and in-custody deaths. When the on-scene PGPD Commander requests a Special Investigative Response Team (SIRT) Investigator for such incidents they shall also notify the Maryland State Police (MSP) Headquarters Duty Officer at (410) 653-4474. All other Department notifications remain the same.

Once IID concludes their investigation, they will forward their investigative report and findings to the ACC for review and disciplinary recommendations.

SIRT shall be responsible for the investigation of all contact and non-contact police shootings involving PGPD, PGFD, and PGDOC officers. SIRT shall investigate both the criminal aspect and the administrative aspect of the officer's actions.

Any criminal act that precipitated an officer discharging their firearm shall be investigated by the appropriate investigative unit that would normally be assigned to investigate that type of incident. The Division Investigative Section would be responsible for investigating the initial shooting by a suspect and charging them with that shooting and the possible assault on an officer. SIRT would be responsible for the criminal and administrative investigation of the officers' actions, for discharging their firearm.

Documenting the Incident

The responding patrol officers shall be responsible for the completion of all initial reports. The involved officer(s) are responsible for initiating their Use of Force Review in the BlueTeam Module. The patrol Supervisor shall be responsible for obtaining a use of force number from PSC and completing the Use of Force Review.

Special Investigative Response Team (SIRT) Responsibilities

A SIRT Investigator shall respond to the scene to ensure proper crime scene preservation and maintain control over witnesses and suspects. SIRT will designate a staging area for all team members and command staff arriving at the scene. If requested, SOD will provide the mobile command post.

The SIRT Investigator is responsible for the following:

- All intentional PGPD, PGFD, and PGDOC officer involved shootings at a person, occurring inside or outside the County
- All PGPD, PGFD, and PGDOC accidental discharges, regardless of whether or not they result in injury, occurring inside the County
- All PGPD accidental discharges, regardless of whether or not they result in injury, occurring outside the County
- Canine apprehensions
- Shootings of animals for reasons other than humanely destroying them

A SIRT Investigator shall contact IID for the following incidents:

- In-custody deaths
- Incidents where injury is inflicted by an officer and death has occurred or is imminent
- Pursuits that result in the death of a citizen

IID will process the evidence scene for incidents they investigate. The Crime Scene Investigation Division shall be requested to process the scene when IID does not assume the investigation or cannot respond in a timely manner. ***See:*** **VOLUME II, CHAPTER 47. PROPERTY & EVIDENCE.** Officers shall surrender their firearms to the SIRT Investigator, IID Investigator, or an evidence technician on demand.

Intentional Firearm Discharges - Inside the County

Officers shall cooperate with SIRT Investigators. The discharging officer shall complete a Use of Force Review.

Discharging officers will not transport themselves away from the scene; a SIRT Investigator shall arrange transportation.

SIRT Investigators shall:

- Conduct interviews in accordance with policy
- Obtain copies of reports and witness statements
- Determine the leave status of involved officers and serve them documents placing them in that status pending SIRT disposition
- Release all officers and witnesses

The involved officer's Deputy Chief shall determine the officer's assignment pending SIRT's disposition of the case.

Intentional Discharges Outside the County or Area of Exclusive Jurisdiction

If an intentional discharge occurs outside the County, or in an area of exclusive jurisdiction, the discharging officer shall notify PSC as well as the primary law enforcement provider for that area.

The discharging officer shall comply with the following:

- Secure the scene for processing and identify witnesses
- Secure the firearm when the incident is stabilized
- Remain on scene until released by the investigating agency

If requested by the investigating agency, the discharging officer shall surrender their weapon. If not seized by the investigating agency, a SIRT Investigator or evidence technician shall seize the weapon.

A SIRT Investigator shall respond to discharge scenes immediately adjacent to the County. They shall ensure the:

- Security or transport of vehicles and equipment
- Identification of all officers who discharged firearms
- Completion of a Report of Investigation
- Discharging officers and other involved officers are provided transportation away from the scene

Other reports will be completed by or at the direction of the SIRT Investigator. The Commander, IAD, will coordinate with the agency investigating the discharge of a firearm.

Disposition of Firearm

In all intentional police-involved Departmental shootings in the County, the discharging officer shall only surrender their firearm to the assigned SIRT Investigator, IID, or evidence technician.

Post-Shooting Requirements

Any officer who discharges a firearm, accidentally or intentionally shall, within 72 hours of receiving the post-shooting letter from the SIRT Investigator, contact the following to schedule an appointment:

- Psychological Services Division
- Training & Education Division to attend the Judgment Enhancement Training Program

- Manager, Weapons and Survival Skills to qualify with all authorized on-duty and off-duty firearms

Attendance at these appointments is mandatory and shall be completed within ten working days following the incident. Involved officers shall notify their Commander/Manager of completion of these appointments. Subsequently, their Commander/Manager must notify the SIRT Commander of the officer's adherence to this protocol.

Evidence Unit

The Evidence Unit shall process:

- All intentional discharge of firearm scenes in the County (with or without injury)
- Accidental discharges not resulting in injury or death when requested by a SIRT Investigator
- IID will collect evidence and process the scene for discharges resulting in death or potential death of a citizen. When IID does not assume the investigation or cannot respond in a timely manner, the evidence unit will process the evidence per Department policy. ***See:*** **VOLUME II, CHAPTER 47. PROPERTY & EVIDENCE**.

7. Police-Involved Incidents with Death, Serious Injury, or Hospital Admission

Supervisor's Responsibilities

Whenever any individual in PGPD custody suffers a critical or fatal injury or illness, or is admitted to a medical care facility, the Supervisor shall notify PSC and request notification to a SIRT Investigator.

The Maryland Attorney General's Independent Investigation Division (IID) will lead the primary investigation of all police-involved incidents that result in the deaths of a citizen or injuries likely to result in death, to include shootings, pursuits, and in-custody deaths. When the Supervisor requests a SIRT Investigator for such incidents, they shall also notify the Maryland State Police (MSP) Headquarters Duty Officer at (410) 653-4474. All other Department notifications remain the same.

Supervisors shall:

- Ensure that the appropriate Deputy Chief of the involved officer is immediately and personally notified
- Determine the circumstances of the incident and severity of the injuries
- Ensure completion of a confidential interdepartmental memorandum with buckslip
- Ensure completion of a Use of Force Review in the BlueTeam Module.
- Ensure the involved officer schedules an appointment with the Psychological Services Division within 72 hours following the incident

8. Audio & Videotape Recordings

Audio and videotaped statements shall be obtained from individuals who are involved in or who witness any intentional police-involved Departmental shooting. In-custody death, or incidents where injury is inflicted and death is imminent, shall be referred to the IID. Handwritten statements may also be taken simultaneously to supplement the taping.

Prior authorization from a SIRT Supervisor is required to deviate from these taping procedures. The authorization shall be documented on the Audio/Video Exception

Authorization Form. The original shall be maintained in the investigative file.

Exceptions - Criminal Phase

Maryland law does not allow one-party consent to audiotape in non-fatal incidents. Therefore, unless the person is deceased, consent to audiotape must be obtained.

For non-fatal incidents, investigators shall obtain permission from the individual at the time the statement is given. This permission shall be obtained and documented on the PGPD Recorded Interview Script-Witness Form.

Administrative Phase

Maryland law dictates different criteria for administrative investigations. Therefore, during the administrative portion of the interview, the audio recording shall be in accordance with the law and documented on the PGPD Recorded Interview Script – Respondent Form.

9. Duty Status

For information regarding duty status, i.e., Administrative Leave, Suspensions, Suspension Procedures, and Restoration to Duty, ***See*: VOLUME I, CHAPTER 23. LEAVE & DUTY STATUS.**

10. Red Light Camera Violations in a Departmental Vehicle

***See*: VOLUME I, CHAPTER 11. DISCIPLINE. Disciplinary Matrix**

11. Lost, Damaged, or Stolen Equipment

Notifications & Investigations

This section does not apply to Departmental accidents.

When Departmental equipment is lost, damaged, or stolen, the officer shall immediately submit a Case Report to their Supervisor.

The Supervisor shall transmit the Case Report to their Commander/Manager and, as appropriate:

- Send a Departmentwide email message containing descriptions, identification numbers, and markings of those items which were lost or stolen
- Conclude whether employee negligence caused the loss, damage, or theft of the equipment
- Enter the serial number for any lost/ stolen firearm into NCIC

The officer's Commander/Manager shall determine whether the loss, damage, or theft warrants a formal investigation; if so, the Supervisor shall conduct the investigation. The investigation shall specify whether employee negligence caused the loss, damage, or theft and whether disciplinary action is warranted.

Replacement of Equipment Items

When a Commander/Manager accepts the investigating Supervisor's conclusion that the employee was negligent for the damage, loss, or theft of an equipment item, the Commander/Manager shall determine if the employee should make restitution and submit that recommendation to the Chief of Police. The Chief of Police may order the employee to pay the repair or depreciated replacement cost of the item as appropriate. Restitution does not of itself constitute a disciplinary action.

When a Commander/Manager finds an employee not at fault for the damage, loss, or theft of an equipment item or an item of uniform apparel damaged in the line of duty, the Commander/Manager shall write a memorandum approving replacement to the Commander/Manager of the Division or Unit that issues the item and give a copy to the employee.

Uniform & Equipment Replacement Pending Investigation

Officers may immediately obtain replacement uniforms and equipment (other than radio equipment and firearms) from the appropriate component.

If the Commander/Manager finds the officer negligent; the Commander/Manager shall determine if the employee should make restitution and submit that recommendation to the Chief of Police. The Chief may order the employee to pay the repair or depreciated replacement cost of the affected item as appropriate. The officer may be charged with a Category A discipline offense if they are found negligent.

Security Officers Uniforms

Cases of lost, damaged, or stolen Security Officer uniforms and equipment are handled in the same manner as cases involving officers.

When available, the destroyed or damaged items shall be returned to the dispersing Division or Unit at the time of replacement.

12. Investigative Reports

The Report of Investigation (ROI) shall include:

- Day, date, time, and location of the incident
- Complainant/reporting person, respondent, and any witnesses
- Details of the complaint
- Details of the respondent's statement
- Steps taken to investigate the allegation
- Summary of all evidence
- A "Recommendations" page addressing each allegation

All recommendations shall be classified as one of the following:

- Exonerated
- Non-sustained
- Sustained
- Unfounded

All investigations, including field investigations, shall be completed within 30 days of assignment, although circumstances may justify an extension. Requests for extensions shall be made to the Assistant Chief Police or their designee, through the chain of command. The Assistant Chief or their designee may approve requests for extensions.

Transmitting Investigative Reports

All investigative reports must be forwarded to the Chief of Police.

If the Chief of Police determines that substantive issues have not been adequately or impartially addressed, the Chief of Police shall instruct IAD, or the appropriate Commander/Manager, to continue the investigation.

Upon completion of the investigation and any required hearings, the complainant shall be notified of the outcome of the investigation, including any disciplinary action taken, to the extent permitted by Maryland Law. Notification letters regarding disposition shall not be sent to the complainant or respondent until authorized by the Chief of Police or their designee.

Administrative Charging Committee

(COMAR, Public Safety Article, Section §3-113 and Maryland HB 670 Police Accountability Act of 2021)

The Administrative Charging Committee shall review and make a determination or ask for further review within 30 days after completion of the investigation unit's review. ***See:*** **VOLUME I, CHAPTER 3. COMMITTEES, COUNCILS, BOARDS & PANELS, Section 5. Administrative Charging Committee.**

13. Evaluation of Investigations

Commanders/Managers shall evaluate each investigation within their command to determine if underlying problems and/or training needs exist. Each evaluation shall be documented on an Inter-Office Memorandum and submitted through the chain of command to their Deputy Chief. The Inter-Office Memorandum shall detail the evaluation and make appropriate recommendations for addressing any underlying problems or training needs.

The Deputy Chief will review the evaluation and attach comments either concurring or non-concurring with the Division Commander's/Manager's findings. A copy of the evaluation and the Deputy Chief's comments shall be forwarded to the Chief of Police.

The Chief of Police or their designee shall review the recommendations, indicating concurrence or non-concurrence, and return them to the Deputy Chief for follow-up action, if necessary. The Deputy Chief shall ensure that underlying problems or training needs are addressed within 60 days of the receipt of the recommendations.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Memorandum of Agreement Between the United States Department of Justice and Prince George's County, Maryland, January 22, 2004

Governing Legislation:

- Prince George's County Code, Subtitle 18
- Maryland Annotated Code, State Government Article 6-602
- Maryland Senate Bill 600 (2021) Maryland Police Accountability Act of 2021
- Code of Maryland Regulations (COMAR) Public Safety Article, Section §3-113

References:

- Internal Affairs Division, SOP
- Internal Affairs Division, Internal Investigations Guide
- Negotiated Labor Agreements

23. LEAVE & DUTY STATUS
(November 2025)

I. POLICY

Employees are allowed various types of leave they may take, in most cases, with prior Supervisory approval. The administration of the Department's leave program will be in accordance with the provisions of Personnel Law and any applicable labor agreement.

Employees unable to perform their duties due to an injury or illness will be placed on an appropriate type of leave by a Supervisor. In other cases, an employee will be placed on leave when their actions or use of force result in serious physical injury or death to another person.

Leave must be earned in accordance with negotiated labor contracts and Prince George's County Personnel Law. No other leave programs are authorized without the expressed consent of the Chief of Police.

II. CHECKLIST (N/A)

III. DEFINITIONS

Absent Without Leave (AWOL): A non-pay status when the employee is absent from work without approval

Administrative Leave: A type of leave that does not affect an employee's base pay or leave balances

Call-back: When an off-duty employee is ordered to return to work and perform duties on behalf of the Department

Day: For purposes of this section, tour of duty

Restricted Duty: A duty status that causes an employee to be placed in an assignment where there is a low probability of physical interaction with the public. At the discretion of the Chief of Police, this duty status can be with or without police powers

Separation Leave: Annual, compensatory, discretionary, and/or personal leave used prior to separation from the Department, not to exceed ninety (90) consecutive calendar days

Stand-by: When an off-duty employee is required to be available to return to work and perform duties within one hour of recall

Suspension Non-sworn employee: When an employee is placed in a non-duty, non-pay status as a result of a violation of rules or standards of conduct or behavior

Suspension Sworn officer: An administrative action in which any rights afforded an officer by privilege or statute are removed until restored by the Chief of Police, without pay. Officers' police powers may be suspended with or without pay pending an administrative and/or criminal investigation. Officers whose police powers are suspended with pay may be assigned to a restricted duty assignment

IV. FORMS

- Attending Physician's Notification Form (PGC Form #5147)
- Certification for Military Family Leave for Qualifying Exigency under the Family and Medical Leave Act (U.S. DOL Form# WH-384)
- Certification for Serious Injury or Illness of a Current Servicemember for Military Caregiver Leave under the Family and Medical Leave Act (U.S. DOL Form# 385)

- Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave under the Family and Medical Leave Act (U.S. DOL Form# WH-385-V)
- Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave Act (U.S. DOL Form# WH-380-E)
- Certification of Health Care Provider for Family Member's Serious Health Condition under the Family and Medical Leave Act (U.S. DOL Form# WH-380-F)
- Employee Injury Form (Supervisor's Accident Investigation and Report for Personal Injury) (PGC Form #5125)
- Prince George's County Government FML/FMLA Request Form
- Suspension Process Checklist (IAD Form)
- Suspension Property Checklist (IAD Form)

V. PROCEDURES

1. Annual Leave

All full-time employees earn annual leave as follows:

Years of Service	Hours Earned per Pay Period
0-3	4
4-14	6
15+	8

Maximum Accumulation

For employees covered by collective bargaining, the maximum carryover of annual leave from one calendar year to the next is determined by the negotiated labor agreements.

Beginning with the first pay period in fiscal year 1996, General Schedule (G-Scale) employees may accumulate a maximum of 360 hours of annual leave. G-scale employees shall be allowed to carry over any annual leave earned as of the last full pay period in fiscal year 1995, even if such accumulated amount exceeds the maximum allowed.

At the end of each calendar year, employees' annual leave hours that exceed the maximum shall be converted to sick leave hours.

Use & Approval

Employees may use annual leave in ½ hour increments. Civilians represented by the Police Civilian Employees Association (PCEA) may use annual leave in ¼ hour increments.

A Supervisor must approve annual leave in advance. Approval will be based on staffing and employee commitments, such as training, court, or length of leave period requested.

Annual leave requests for five or more days shall be submitted to the employee's Supervisor at least 14 days in advance of the leave period. Employees shall submit leave requests for less than five days as soon as possible and reasonable to the time of use. Supervisors shall promptly respond to an employee's leave request.

Annual Leave Payout Upon Separation

(Personnel Law, Section 16-221.02)

Upon separation, a departing employee may:

- Retain their annual leave pending future County employment

- Apply all or a portion of their annual leave balance to employment elsewhere, provided that their new employer will accept the leave balance
- Receive a lump-sum payout in accordance with negotiated labor agreements or Personnel Law
- Use their annual leave balance to purchase service credit in accordance with negotiated labor agreements

The departing employee must select one of the options no later than ten days prior to separation. Otherwise, the lump sum payout option is automatically triggered.

For employees covered by collective bargaining, the maximum leave payout for employees separating from employment is determined by the negotiated labor agreements. For G-Scale employees, the maximum payout of annual leave upon separation shall be equal to the amount of remaining annual leave as of the end of the last full pay period in FY 1995 or 360 hours, whichever is greater. The rate of payment is the employee's final base hourly rate of pay.

2. Sick Leave

Full-time employees earn 4½ hours of sick leave per pay period with adjustments to ensure accrual of 15 days of sick leave per leave year. Sick leave may be accumulated without limit.

Employees represented by the PCEA may use sick leave in quarter-hour (15-minute) increments. All other employees may use sick leave in half-hour (30-minute) increments.

Uses

An employee may use earned sick leave for the following:

- Sickness, disability, or serious health condition that incapacitates the employee
- Medical or dental appointments
- Confinement due to quarantine
- Illness or serious health condition of a spouse, child, parent, mother/father-in-law, grandparent, or grandchild
- Death of a spouse, child, parent, grandparent, grandchild, brother, sister, brother/sister-in-law, mother/father-in-law, or son/daughter-in-law (not to exceed five working days)
- Birth or adoption of a dependent child
- To address issues related to domestic violence, sexual assault, or stalking committed against an employee or the employee's family member (See Administrative Procedure 265, for specific guidelines)

Notification

Employees on shift work shall notify their immediate Supervisor of the need to use sick leave no later than 1½ hours prior to the start of their shift. The Supervisor shall be responsible for documenting the employee's information.

Employees working permanent schedules shall notify their immediate Supervisor of the need to use sick leave at the time the office normally opens for business or within ½ hour of the time they are expected to report to work.

An employee must make personal contact with their immediate Supervisor to obtain approval for sick leave.

Certification of Illness

Supervisors may require an employee to submit a physician's certification of illness or other documentation to support the

employee's use of sick leave. Employees shall present the requested certification to their Supervisor upon returning to work.

Denial of Sick Leave

When a Supervisor denies a sick leave request, time absent from work is charged to the employee's annual leave balance. If the annual leave balance is insufficient to cover the absence, the deficiency shall be charged as Leave Without Pay (LWOP).

Employer-Mandated Sick Leave

The Chief of Police may place an employee on sick leave whenever a medical opinion confirms that the employee's medical condition may seriously impair their ability to perform their duties or may jeopardize the health or safety of the employee or other persons.

Sick Leave Payout Upon Separation

(Personnel Law, Section 16-221.02)

Upon separation, departing employees may:

- Retain their sick leave pending future County employment
- Apply all or a portion of their sick leave balance to employment elsewhere, provided that their new employer will accept the leave balance
- Receive a lump-sum payout in accordance with negotiated labor agreements or Personnel Law
- Use their sick leave balance to purchase service credit in accordance with negotiated labor agreements

The departing employee must select one of the options no later than 10 days prior to separation. Otherwise, the lump sum payout option is automatically triggered.

3. Holiday Leave

Employees, both sworn and civilian are eligible for holiday leave with pay on County holidays as established by Personnel Law.

Employees that must work on a holiday shall be compensated in accordance with negotiated labor agreements.

When a holiday falls on an employee's regular day off, they shall be compensated in accordance with negotiated labor agreements.

4. Compensatory Leave

(Personnel Law, Section 16-227)
(Collective Bargaining Agreements)

The Fair Labor Standards Act (FLSA) limits the number of hours that a law enforcement employee may accumulate as compensatory leave to 480 hours (the threshold is 240 hours for non-law enforcement employees). Any compensatory time earned in excess of these thresholds will be automatically paid out as overtime. As for compensatory leave that does not exceed the FLSA threshold, the FLSA requires only that it be paid out upon termination of employment with the department. Requests for payment of accrued compensatory leave that does not exceed the FLSA threshold will not be paid out prior to termination of employment with the department unless otherwise negotiated in the relevant collective bargaining agreement.

Compensatory leave will continue to be accrued, and overtime paid, consistent with the Fair Labor Standards Act, County law and the applicable collective bargaining agreement. Employees shall be permitted to use any compensatory leave earned in the same pay period that it is accrued at the

request of the employee as long as allowing the employee to do so does not unduly disrupt operations. Consistent with the negotiated labor agreement, sworn officers whose FLSA compensatory leave balance exceeds 240 hours are required to use any FLSA compensatory leave in excess of 240 hours before using County compensatory leave.

5. Personal & Discretionary Leave

Personal leave is granted in accordance with negotiated labor agreements and Personnel Law. Personal leave may be taken in four-hour increments during the wage year in which it is earned.

Discretionary leave is granted in accordance with negotiated labor agreements or applicable County salary schedules. Discretionary leave may be taken in one-hour increments unless stated otherwise in labor agreements or salary schedules.

6. Administrative Leave

(Administrative Procedure #284)

The Chief of Police may grant administrative leave to any full-time or part-time employee for any one of the following:

- Jury duty
- Voting
- Pending the Chief of Police's decision when an Administrative Hearing Board (AHB) has recommended termination
- Pending results of an internal investigation
- Time away from the job on the date of an injury or occupational disease for medical treatment
- To attend educational courses directly related to an employee's duties
    - Requests must be approved in advance by the Director, Office of Human Resources Management (OHRM) and must not exceed 20 working days (160 hours) in a year
- To participate in law enforcement-related competitions where the participants act as Departmental representatives and no inherent safety issue exists (i.e., the Pistol Team)
- To donate blood
- To investigate alleged acts of employee criminal misconduct, in accordance with Personnel Law Section 16-193(c)(2)(1)(2)
- To undergo a medical examination ordered by the Chief of Police
- During the five-day period required by Personnel Law 16-201, when the employee's presence at work is deemed not to be in the agency's best interest

7. Bereavement Leave

(Personnel Law, Sections 16-221 & 16-222)
(Negotiated Labor Agreements)

Bereavement leave may be taken following the death of a:

- Spouse
- Child (including biological, adopted, foster, stepchild, or legal ward)
- Parent
- Grandparent
- Brother
- Sister
- Grandchild
- Brother or sister-in-law
- Son or daughter-in-law
- Father or mother-in-law

Sworn employees and G-scale employees may use up to 5 days of bereavement leave. Employees represented by the PCEA may use up to 4 days of bereavement leave.

In the event of the death of an employee's spouse, child, or parent, the first three leave days shall be administrative leave. The remaining days will be charged to the employee's sick or annual leave balance or as leave without pay.

In the event of the death of an employee's grandparent, grandchild, brother, sister, brother/sister-in-law, father/mother-in-law, son/daughter-in-law, the first leave day shall be administrative leave. The remaining days will be charged to the employee's sick or annual leave balance or as leave without pay.

8. Military Leave

(Maryland Code 13-705 & 13-707)
(Personnel Law, Section 16-223)

Employees who are members of the National Reserve or Guard and are ordered to active duty will receive up to 15 days (120 hours) of paid military leave per leave year. In addition, employees ordered to extended active duty in the military may be eligible to receive supplemental pay upon exhaustion of all annual, personal, compensatory, and discretionary leave.

Employees who are members of the National Reserve or Guard and are ordered to domestic emergency duty related to disaster relief or civil disturbance shall also be granted up to 15 days (120 hours) of military leave for each such domestic emergency unless longer periods are authorized by law.

Military Leave Without Pay

(Personnel Law, Section 16-223)

The Chief of Police may approve military LWOP when an employee is ordered to active duty in the military during a war or national emergency. The Chief of Police may also approve military LWOP when an employee has exhausted their annual entitlement of military leave with pay.

The employee is entitled to return to the position they held when granted the military LWOP. The employee must, within 90 calendar days of an honorable discharge, request that the Chief of Police restore their position.

9. Parental Leave

(Personnel Law, Section 16-225.01)

Up to twenty days of paid parental leave shall be granted to employees who are eligible for FML pursuant to Personnel Law. Employees may use parental leave for the birth or adoption of a child. Parental leave may be taken in combination with other types of leave or LWOP.

Employees need not use all twenty days of parental leave at one time. However, all parental leave must be taken within 12 months of the birth or adoption of the child. The leave may not be taken in advance of the birth or adoption.

Employees shall submit a written request for parental leave to their Commander/Manager at least 30 days in advance of the requested dates of use.

10. Family & Medical Leave (FML)

(Family and Medical Leave Act of 1993)
(Personnel Law, Section 16-225.01)

Employees who are eligible to earn annual leave, have been employed for at least 12 months, and have been paid for a minimum of 1,040 hours during the previous 12 months shall be eligible for up to 15 workweeks of FML during any 12-month period. For purposes of parental responsibilities associated with the birth or

adoption of a dependent child, FML shall be granted to employees eligible to earn annual leave regardless of length of service with the County.

FML may be taken in any combination of paid leave and job-protected LWOP, in increments as small as ½ hour. The 15 weeks may be taken continuously or:

- As a reduced workday or workweek
- On an intermittent basis
- Via a combination of these methods

Uses

An employee may use FML:

- For a sickness, disability, or serious health condition which makes the employee unable to perform the duties of their position
- For the birth of a child and to care for such child
- Due to the placement of a minor child with the employee for adoption or foster care
- To care for a spouse, child, parent or parent-in-law with a serious health condition
- To care for a covered military service member or veteran with a serious illness or injury
- To care for the employee's family member (spouse, child, or parent) who is a military member on covered active duty or has been notified of an impending call or order to covered active duty

A serious health condition is an illness, impairment, injury, physical condition, or mental condition that involves inpatient care in a medical facility or continuing treatment by a recognized health care provider.

Requesting Family & Medical Leave

Employees shall complete the Prince George's County Government FML/FMLA Request Form and forward it through the chain of command to the Chief of Police. The Chief of Police shall subsequently forward the Request Form to the Director, OHRM.

If the need is foreseeable, the employee shall request the leave at least 30 days in advance.

Leave Authorization

The Chief of Police, or their designee, shall review requests to determine if the criteria are met. If the criteria are met, the request shall be approved. Use of FML will be denied if the requirements are not met. The employee's Commander/Manager will be notified of the approved leave by receiving a copy of the Chief of Police's response and shall ensure that the requesting employee is notified.

When an employee uses three or more consecutive days of sick leave, the employee's Commander/Manager shall immediately contact the Commander/ Manager, Police Personnel Division (PPD) to determine if the leave should be designated as FML. The employee will be notified in writing of the decision and of the employee's rights and responsibilities.

Certification of Serious Health Conditions

An employee shall be required to submit a physician's certification to support the use of FML. The employee shall present this certification when requested. The documentation shall be provided on the appropriate U.S. Department of Labor

Certification Form under the Family and Medical Leave Act.

When an employee uses medical leave due to a disability or a serious health condition preventing them from performing their duties, the County, at its expense, may require a second or third opinion and a fitness for duty report. The Employee Injury Form must be completed before the employee can return to work.

Employee Leave Status

Time absent from work for FML is charged against the employee's annual, sick, parental, or personal leave balances. If the leave balances are insufficient to cover the absence, the employee will be placed in a job-protected LWOP status.

Employee Benefits & Protection

Use of FML cannot result in the loss of any employment benefit that accrued before the start of an employee's leave. The employee must be restored to their original or equivalent position with equivalent pay, benefits, and other terms upon their return to work.

While an employee is on LWOP status for approved FML, the County will continue to make contributions to the employee's health and life insurance plans, provided the employee elects to continue the required employee contributions.

11. Advanced Leave

The Chief of Police may grant an employee up to a maximum of 10 working days of advanced leave per leave year. The advance may be annual leave, sick leave, or a combination of the two. When an employee returns to work, any remaining days of advanced leave will be deleted from their leave balance.

Advanced Annual Leave

(Personnel Law, Section 16-220)

An employee who does not have any annual leave may request an advance of annual leave of up to 10 days.

As the employee earns new leave, any leave that was advanced shall be repaid. If an employee separates from County employment with a negative leave balance, they shall be indebted to the County for the monetary value of the leave advance.

Advanced Sick Leave

(Personnel Law, Section 16-221)

An employee, having used all accumulated sick leave, may either use their annual leave or be automatically advanced sick leave up to an amount equal to the employee's accumulated annual leave balance, thus encumbering the annual leave. The employee may not use the encumbered annual leave until they have earned sufficient sick leave to offset the advance.

The employee may also request an advance of sick leave of up to 10 days.

As the employee earns new leave, any leave that was advanced shall be repaid. If an employee separates from County employment with a negative leave balance, they shall be indebted to the County for the monetary value of the leave advance.

Requesting Advanced Leave

When an employee submits an advanced leave request, their Supervisor shall:

- Verify that the need for leave is stated

- Verify the leave balance and eligibility for the advanced leave request
- Submit a cover letter of concurrence or non-concurrence for the request and a summary of the employee's leave status to the Chief of Police

12. Leave Transfer to Another Employee

When an employee's sick and annual leave balances have been exhausted during a protracted illness, they may request:

- Up to 10 days of advanced sick leave
- A leave donation from another employee
- Approval to use FML without pay
- LWOP

Requests for leave donations may only be submitted after the employee has been approved for FMLA. The employee's Supervisor shall submit a memorandum requesting the leave donation through the chain of command to the Chief of Police. The Chief of Police must approve all requests for leave donations. Leave donations may not be used retroactively, prior to FMLA approval. The maximum number of donated hours per request is 600 hours. The lifetime limit of leave donations that an employee may receive is 2,000 hours.

Leave donations must be voluntary and may be transferred from either annual or sick leave balances. The lifetime limit of leave donations is 1,000 hours. Transferred leave that is not used by the recipient will be automatically returned to the donor. Donors cannot secure leave advances to transfer leave to another employee.

13. Leave Without Pay (LWOP)

(Personnel Law, Section 16-225)

Employees may request LWOP when sick and/or annual leave balances have been exhausted. An employee must exhaust all accrued sick leave before they are eligible for FML LWOP.

The Chief of Police may grant LWOP with the concurrence of the Director, OHRM. Once approved LWOP begins, the employee must remain in LWOP status for the entire approved period, unless the Chief of Police approves an early return.

Reasons for Granting LWOP

LWOP may be granted, for periods of up to one year per request, to allow an employee:

- To be retained after accumulated sick and/or annual leave has been exhausted
- To participate in educational programs not authorized under administrative leave provisions when participation will contribute to the employee's effectiveness
- Who has applied for a Workers' Compensation temporary award to be placed directly on LWOP without requiring the exhaustion of sick or annual leave balances
- Who has been on approved sick or annual leave, to be retroactively placed on LWOP after receipt of a Workers' Compensation temporary total award

LWOP may be granted for a period not exceeding 30 calendar days per request for personal reasons. The Chief of Police may grant the use of LWOP for a period not exceeding 15 weeks for FML.

LWOP Request Procedure

Employees must explain the need for LWOP in a written request to the Chief of Police. It shall be submitted at least two weeks prior to the date that the LWOP is to begin. If retroactive LWOP is desired, it must be requested within 30 calendar days of a workers' compensation award.

Reinstatement of Leave Upon Retroactive Approval of LWOP

An employee who has exhausted 180 days of disability leave plus their sick and annual leave may request that all or part of their sick and annual leave be reinstated after a temporary total disability award is received.

The hours of leave to be reinstated shall be calculated by:

- Determining the amount of the award
- Subtracting the amount of the award pertaining to the 180 days of disability leave
- Dividing the remaining dollar amount by the employee's hourly pay rate to yield the number of hours of leave to be reinstated

Annual leave will be reinstated first.

Example:

Award amount	$10,000
Amount of award pertaining to disability leave	$7,000
Remaining dollar amount	$3,000

$3,000/$30 (hourly rate) = 100 hours to be reinstated

An employee who is not eligible for disability leave but receives a Workers' Compensation award may also request reinstatement of all or part of the sick and annual leave they used while recovering from their injury. This may be done provided that the LWOP is substituted for the time lost. The hours of reinstatement shall be calculated by dividing the amount of the award by the employee's hourly pay rate to yield the number of hours to be reinstated. Annual leave shall be reinstated first.

Reinstatement of any annual or sick leave results in the employee being placed in a LWOP status retroactively and affects the earning of leave for the hours reinstated. The employee's sick and annual leave balances will be adjusted to reflect that sick and annual leave was not earned while on LWOP. Requests for retroactive LWOP must be made within 30 days of the workers' compensation award.

14. Absent Without Leave (AWOL)

(Personnel Law, Section 16-226)

An AWOL employee is subject to disciplinary action for abandoning their position. AWOL is a Category C disciplinary offense.

Conversion of AWOL to Other Leave

AWOL may be converted to annual leave, sick leave, or LWOP with the Chief of Police's approval. The employee must present acceptable proof that the unauthorized absence was due to extenuating circumstances beyond their control.

15. Disability Leave

Employee's Leave Status

Time absent from the job for medical treatment on the date of injury or occupational disease, for a work-related injury or illness, shall be charged to administrative leave.

An employee may be placed on disability leave when they incur a work-related illness, injury, disability, or medical condition that prevents them from performing the duties of their position. Risk Management, in consultation with OHRM, determines an employee's eligibility for disability leave based on supporting medical documentation, provided that proper notifications of the injury or illness were made. Supervisors must receive approval from Risk Management prior to coding an employee's timesheet for disability leave.

Employees are not back-charged sick or annual leave for leave used while waiting for approval for disability leave.
If the injury or illness is subsequently determined not to be work related or does not require the employee to remain on disability leave, the employee shall be placed on sick leave, returned to full-duty, or placed on light-duty.

Suspension of police powers in these cases is determined on a case-by-case basis, after Supervisory recommendation and command review. The employee's Deputy Chief/ Executive Manager makes the final decision.

Disability Leave

(Personnel Law, Section 16-224)

Employees who are disabled while working receive full salary for the period of temporary disability without charge against their leave balance, provided:

- The disability resulted from an injury or illness sustained directly in the performance of duties
- Risk Management, in consultation with the Office of Human Resource Management (OHRM), decides that the disability meets the eligibility criteria

Employees who are on disability leave for more than seven calendar days shall telephone the Department's Risk Management weekly to verify the continued disability. The Risk Management employee shall document this contact in the Follow-Up Section of the Employee Injury Form.

Disability Leave Time Limitations

(Administrative Procedure #284)

Disability leave is limited to the period specified in the Attending Physician's Notification Form. Disability leave may be granted for up to 30 calendar days based on one Attending Physician's Notification. Employees on disability leave shall submit an Attending Physician's Notification Form to Risk Management at least every 30 calendar days in order to be eligible for additional disability leave.

Employees may be granted disability leave in half-day increments for follow-up medical appointments after a return to duty.

Disability leave shall not exceed 180 calendar days for any one injury or illness. If an employee remains totally incapacitated after the 180 days of disability leave, they shall be placed on either sick or annual leave or LWOP, as appropriate.

Additional Leave Periods

(Personnel Law, Section 16-189)

Employees on extended disability leave must be referred to the Medical Advisory

Board (MAB) for an independent medical examination prior to the 120th day of leave. This will ensure that the County's medical provider has evaluated the employee before the 180th day.

Employees who are close to exhausting their allotment of disability leave may request additional leave periods. Sworn officers may be granted up to two additional 90-day periods of disability leave. Civilians may be granted one additional 90-day period of disability leave.

Employees shall prepare a memorandum requesting a grant of additional disability leave and submit it through the chain of command to the Chief of Police. The Chief of Police shall review the request along with other relevant documentation to decide the appropriateness of recommending the continuance of disability leave.

Additionally, employees who may be eligible to receive one or both of the contractually authorized 90-day extensions of disability leave must be referred to the MAB for a re-evaluation prior to the 60th day of each 90-day extension. Employees applying for any extension of disability leave will have their duty status and medical condition, including a report from the treating physician stating the current diagnosis, prognosis, and treatment plan, reviewed by the MAB.

Disability leave use is cumulative and does not require consecutive use periods. PPD will send a letter to employees consistently granted disability leave for two or more pay periods, advising them that their FML runs concurrently with disability leave. When an employee uses fifteen or more weeks of disability leave during a calendar year, their FMLA leave entitlement will be exhausted.

Civilians

Civilians covered by the PCEA may be placed on disability leave after obtaining a completed Attending Physician's Notification Form. Risk Management, in consultation with OHRM, shall determine eligibility for disability leave for PCEA-covered employees.

All other civilians not returning to work following a work-related injury or occupational disease shall be placed on sick leave, annual leave, LWOP, or personal leave until OHRM establishes the employee's eligibility for disability leave or detail assignment.

Granting of Disability Leave

(Administrative Procedure #284)

Sworn officers shall request that the physician thoroughly review the Attending Physician's Notification Form and position description for sworn officers before completing the form to ensure that light-duty is mentioned as an option in lieu of no-duty.

If the MAB decides that light-duty was justified when an employee was off work, further disability leave may not be granted. The employee's refusal to accept a light-duty assignment renders him or her ineligible for disability leave during the period of temporary disability.

Risk Management will, upon notification and verification of any work-related injury or occupational disease, review the documentation to make a preliminary determination whether disability leave or light-duty is appropriate for the injured employee. This decision shall be made within 24 hours of receipt of documentation and shall be based on reasonable information available from the Supervisor's

report and the Attending Physician's Notification Form.

Unless a medical question arises, the OHRM shall determine final eligibility for disability leave or light-duty within three working days of receiving the Attending Physician's Notification Form and the Supervisor's Accident Investigation Report from Risk Management. The OHRM will inform both Risk Management and the employee of its decision.

Medical Questions

If a medical question arises regarding any employee's eligibility for disability leave, Risk Management and OHRM may refer the question to the MAB. The MAB shall make a determination on the medical question.

Denial of Disability

Disability leave shall not be granted when the OHRM decides that the employee's disability is not work related. In such cases, the employee shall be placed on either sick or annual leave, or LWOP status.
If OHRM establishes the fact that the employee is not disabled, the Chief of Police shall order the employee to return to duty.

If the employee refuses to return to work, the Chief of Police may initiate disciplinary action for being AWOL and/or insubordinate.

16. Separation Leave

At the discretion of the Chief of Police, employees who are otherwise eligible to retire in good standing may use up to 480 hours of leave within 90 calendar days. Employees may use separation leave to reach their full retirement date. At the discretion of the Chief of Police, sworn employees who are age 55 or older, and non-sworn employees who are age 62 or older, who are vested, but have not yet reached their full retirement date, may also use up to 480 hours of separation leave within 90 calendar days.

Employees must submit a separation letter to the Chief of Police requesting to use separation leave, including the start and end dates of their leave request. ***See:*** **VOLUME I, CHAPTER 13. EMPLOYEE BENEFITS & CLEARANCE PROCEDURES**.

Any employee who has been approved to use separation leave must turn in all issued police equipment, including any department-issued vehicle, within 30 days of their last on-duty workday.

17. Employees on No-Duty

More than Three Days

Employees who have been placed in a no-duty status by a physician for more than three days shall be temporarily assigned (TDY) to Risk Management.

Upon receiving an Attending Physician's Notification Form that places an employee on no-duty for more than three days, Supervisors shall instruct the employee to contact the Department's Risk Management for further instruction.

No-duty employees shall:

- Report to the Risk Management office in person and complete an employee contact card, to include the employee's current home address and telephone number; Risk Management will make special arrangements to get employee contact cards from no-duty employees

who are totally disabled per medical documentation (i.e., unable to drive)
- Contact Risk Management at least once every seven calendar days, either in person or via telephone, to update the status of their case and/or medical condition
- Contact Risk Management to ensure completion of their payroll
- Forward follow-up Attending Physician's Notification Forms to Risk Management; the forms shall be completed at least once every thirty calendar days or whenever a no-duty employee is examined by a physician

Risk Management shall be responsible for completing all follow-up injury paperwork for employees who are on no-duty for more than three days.

Three Days or Less

Employees who are placed in a no-duty status for three or fewer workdays shall remain at their regular duty assignment. Their immediate Supervisor shall be responsible for completing all initial and follow-up injury paperwork.

18. Employees on Light-Duty

(Personnel Law, Sections 16-224 & 16-189)

An employee with a temporary impairment may be detailed to duties within their capacity to perform, pursuant to their physician's decision or the MAB's recommendation. Work restrictions and the classes of work that the employee may safely pursue must be specified.

Light-duty assignments are limited to the period specified in an Attending Physician's Notification Form, which cannot exceed 30 calendar days per form. The employee's physician must complete additional Attending Physician's Notification Forms to extend their light-duty assignment. The Chief of Police may grant light-duty assignments for up to 180 calendar days. If a medical question arises regarding any employee's eligibility for light-duty, Risk Management and OHRM may refer the question to the MAB. The MAB shall make a determination on the medical question.

Employees in a long-term light-duty assignment related to a work-related injury or illness, or in a light-duty assignment related to a non-work related injury or illness must be referred to the Medical Advisory Board (MAB) for an independent medical examination prior to the 120th day of the assignment. This will ensure that the County's medical provider has evaluated the employee before the 180th day.

Employees on light-duty shall not operate any Departmental vehicles.

More than Three Days

Employees who have been placed in a light-duty status by a physician for more than three days may be temporarily assigned (TDY) to another duty assignment. Light-duty assignments will be made by Risk Management in consultation with the appropriate Deputy Chief/Executive Manager.

Upon receiving an Attending Physician's Notification Form that places an employee on light-duty in excess of three days, Supervisors shall instruct the employee to contact Risk Management for further instruction.

Light-duty assignments will be based upon:

- The needs of the Police Department

- The medical information provided by the attending physician, medical records, and/or the Medical Advisory Board
- The qualifications of the light-duty employee

Commanders/Managers requesting to have light-duty employees assigned to their Districts/Divisions shall complete a Request for light-duty personnel memorandum.

Light-duty employees shall:

- Report to the Risk Management office in-person to receive their light-duty assignment; Risk Management shall notify each light-duty employee of their TDY assignment and the name of their TDY Supervisor
- Complete an employee contact card, to include the employee's current home address and telephone number
- Have their payroll completed by their TDY assignment
- Forward follow-up Attending Physician's Notification Forms to Risk Management; the forms shall be completed at least once every thirty calendar days or whenever a light-duty employee is examined by a physician

The Department's Risk Manager shall be responsible for completing all follow-up injury paperwork for employees who are on light-duty for more than three days.

Supervisors who have light-duty employees assigned to them TDY shall:

- Be responsible for the normal administrative functions (i.e., approving/denying leave, completing inspections, etc.) for each light-duty employee
- Complete each light-duty employee's payroll

Three Days or Less

Employees who are placed in a light-duty status for three or fewer workdays shall remain at their regular duty assignment. Their immediate Supervisor shall be responsible for completing all initial and follow-up injury paperwork.

19. Change in Duty Status of Employees on No-Duty or Light-Duty in Excess of Three Days

No-duty employees shall remain in a no-duty status until returned to light-duty or full-duty by their physician or ordered back to light-duty or full-duty by the Chief of Police or their designee.

Light-duty employees shall remain in a light-duty status until returned to full-duty by their physician or ordered back to full-duty by the Chief of Police or their designee.

Employees whose duty status has been changed by their physician shall immediately report to the Risk Management in person with their Attending Physician's Notification Form.

Employees whose duty status has been changed pursuant to an order from the Chief of Police or their designee shall immediately report to the Risk Management in person to sign their order.

Risk Management shall complete the "Return to Work Notice" section of the Employee Injury Form for each employee whose duty status has been changed. Risk Management shall notify Commanders/ Managers of changes to their employees' duty status.

Upon notification that an employee has been returned to full-duty, the employee's Commander/Manager shall inform Risk Management of the employee's assignment. Risk Management shall subsequently inform the employee.

Risk Management shall make appropriate TDY assignments for employees who have been upgraded from no-duty to light-duty status. Risk Management shall notify each light-duty employee of their TDY assignment and the name of their TDY Supervisor. The light-duty employee shall subsequently follow the applicable provisions of Section **18. Employees on Light-Duty**.

20. Assignment of Workers' Compensation Benefits

Employees shall assign to the County such non-medical benefits as awarded for the temporary disability by the Maryland Workers' Compensation Commission.

21. Suspension - Officers

Officers ranking Sergeant or above are authorized to suspend any non-probationary employee subordinate. Any Internal Affairs Division (IAD) officer may suspend officers below the rank of Captain.

Officers remain on a pay status pending the decision of the Hearing Officer. An alternative to any suspension may be restricted duty.

A suspended officer shall not:

- Make arrests or enforce any law
- Possess a Departmental vehicle
- Possess an authorized firearm in any manner not afforded to a citizen
- Possess a Departmental weapon
- Represent themself as an active-duty officer
- Wear any Departmental uniform, uniform article, or display police identification

Discretionary Suspension

An officer may be suspended for:

- Pending an investigatory, administrative charging committee, and trial board process
- On- or off-duty conduct determined to be detrimental to the proper performance of required duties
- Reporting to work intoxicated
- Exhibiting or reporting serious or debilitating psychological problems preventing the officer from satisfactorily executing job tasks
- Reporting to duty unfit or unprepared for work
- The best interest of the public, officer, or Department

The Chief may impose an emergency suspension with or without pay if the Chief determines that such a suspension is in the best interest of the public. An emergency suspension without pay under this subsection may not exceed 30 days.

The propriety of such suspension shall be determined by weighing the gravity of the situation against the effect of the officer's continued duty status pending an internal investigation or personnel action.

Mandatory Suspension

The Chief of Police or their designee may suspend an officer without pay and suspend the officer's police powers on an emergency basis if the officer is charged with:

- A disqualifying crime, as defined by 5-101 of Maryland Code, Public Safety Article
- A misdemeanor committed in the performance of duties as a police officer
- A misdemeanor involving dishonesty, fraud, theft, or misrepresentation

Suspending Officer's Responsibilities

The suspending officer shall:

- Contact the Commander, IAD
- Give the suspended officer a letter containing the following:
  - Reason(s) for the suspension
  - Date and time of the suspension hearing, which shall be the first working day following the suspension
- Send a copy of the letter to the officer's Commander/Manager
- Complete the Suspension Process Checklist, taking custody of the equipment identified on the form and giving the suspended officer a signed copy of the form
- Complete an Executive Summary justifying the suspension decision

Suspension Hearing

The suspension hearing is not a judicial proceeding, nor is it directed to the findings of fact or law. It is limited to a presentation of circumstances surrounding the suspension and only matters dealing directly with the determination of the suspension shall be heard. The hearing officer is the final authority regarding testimony to be heard and may request the assistance of the Office of Law.

When the hearing officer determines that the acts allegedly committed by the suspended officer warrant continued suspension, they shall so order. If not, they shall terminate the suspension.

Suspended officers may be represented by counsel or another representative at the suspension hearing. Suspension hearings shall be recorded.

When criminal or administrative charges are likely to be placed against the officer, they may be suspended with pay by the hearing officer. If the officer has been charged with a felony, they may be suspended without pay.

The hearing officer shall be a Deputy Chief or Acting Deputy Chief. The hearing officer shall advise the suspended officer of their decision following the hearing, and promptly submit a report of that decision to the Chief of Police, with copies to:

- Commander, IAD
- Fiscal Management Division (only for suspension without pay cases)
- Office of Law
- Respondent
- Respondent's Commander/Manager

The suspending officer and Commander/ Manager of the suspended officer shall attend the hearing. The following may attend the hearing:

- The suspended officer
- Commander, IAD
- IAD investigators
- Two individuals, invited by the suspended officer, to witness the hearing

The suspended officer may present testimony at their suspension hearing.

Suspension hearings are closed proceedings. Except those listed, members of the Department, the public, and the news media are excluded from the hearing unless called to testify. Evidence presented at the hearing is confidential.

Restoration to Duty

The Chief of Police may return an officer to duty when the reason for the suspension no longer exists.

22. Suspension – Civilian Employees

(Personnel Law, Section 16-193)

Civilian employees may be immediately suspended for up to three working days when they are intoxicated or commit a breach of the peace during work hours, provided:

- The facts are not in dispute
- No further investigation is needed

This suspension is a final conduct-related disciplinary action. The suspending officer shall complete a Report of Investigation (ROI).

For serious offenses where the employee must be removed from the job for misconduct, IAD shall be notified. IAD shall place the employee on administrative leave.

If the employee is charged with a serious crime, the Chief of Police shall determine whether administrative leave shall be continued or the employee suspended without pay following the conclusion of an investigation and pending the outcome or conclusion of a criminal trial.

Upon conclusion of an investigation or a criminal trial, the Chief of Police shall consider recommendations and take appropriate disciplinary action.
The Chief of Police may return the employee to full-duty when the reason for the suspension no longer exists.

23. Duty Status – Certain Investigations

Administrative Leave

Officers involved in the following incidents may be placed on administrative leave by IAD pending an investigation:

- Discharge of firearms resulting in injury or death
- Actions that result in the death of a citizen or the hospitalization of a citizen who is expected to die
- Incidents where preliminary investigation reveals serious employee misconduct

While on administrative leave, employees shall notify their Supervisor and IAD of how they may be contacted during normal business hours. Employees shall be available Monday – Friday, between 0900 and 1700 hours. If an employee is unavailable, they shall notify their Supervisor and IAD. The employees shall be charged leave from their leave bank during the hours that they are unavailable.

The employee shall also provide their destination if they will be farther than 40 miles from the intersection of MD Route 4 and the Capital Beltway (I-495). Trips of more than one day must be approved by IAD.

Restricted Duty

Officers on restricted duty, when assigned or summoned, shall:

- Attend work-related training and participate as instructed
- Attend court
- As ordered, perform administrative assignment(s) where there is low probability of physical interaction with the public

An officer's police powers may be suspended during restricted duty status. They may take appropriate police actions in emergencies.

Restricted duty may be employed as an alternative to administrative leave to enable an employee to continue working while awaiting the disposition of an internal or criminal investigation, or disciplinary action recommendation sent to the Chief of Police.

Officers on administrative leave or restricted duty are prohibited from working secondary law enforcement employment or Department sanctioned overtime assignments. Officers on restricted duty may work overtime if it is an extension of their normal workday or if it is non-uniform/non-contact overtime assignment.

Requesting Change in Duty Status

The Executive Review Panel (ERP) has exclusive Departmental authority to change the duty status of any employee placed on administrative leave as a result of their involvement in incidents identified in this section.

A Commander/Manager seeking to change an employee's status from administrative leave to any other status shall make a formal request to the employee's Deputy Chief/ Executive Manager or the Assistant Chief. In consultation with the Commander, IAD, they shall determine if a change in duty status is appropriate.

Recommendation for Termination

If an AHB recommends that an employee be terminated, their police powers shall be suspended and they shall be placed on administrative leave. An IAD officer shall recover all equipment listed on the Suspension Property Checklist from the employee.

Department-wide notification regarding the employee's suspension shall be made under the authority of the Commander, IAD.

All letters of termination shall be prepared and served by IAD at the direction of the Chief of Police.

24. Employee Work Status During Weather-Related Emergencies

All Departmental personnel are essential employees. They shall report to work as scheduled during weather-related emergencies unless otherwise directed by their Supervisor. ***See:*** **VOLUME II, CHAPTER 60. WEATHER-RELATED EMERGENCIES & EMERGENCY MOBILIZATION** for additional information.

25. Call-Back to Duty

All Departmental components shall publish a call-back roster containing telephone numbers where employees may be reached. OICs shall maintain current rosters and ensure copies are provided to Public Safety Communications (PSC).

Employees shall be compensated when called back to duty in accordance with negotiated labor agreements.

26. Stand-By Status

Stand-by status permits rapid mobilization of employees possessing special skills to deal with unusual occurrences.

Only authorized employees may receive stand-by pay. Authorization for stand-by status must be approved by the employee's Commander/Manager. Employees on stand-by shall be compensated in accordance with negotiated labor agreements.

Commanders/Managers shall maintain a current schedule of employees assigned to stand-by status. Schedules shall include:

- Employee's name, rank (if a sworn officer), and ID number
- Telephone numbers enabling immediate contact with employees

Commanders/Managers will regularly provide Public Safety Communications with up-to-date schedules of employees on stand-by status.

Requirements of Stand-By Status

Employees on standby status shall:

- Be able to respond to the work site properly attired and in possession of necessary equipment, within one hour after notification
- Not consume alcoholic beverages or medication that would prevent execution of their duties in the event a response is mandated
- Not engage in any activity that would hinder their ability to provide a routine response to the work site within one hour after being notified
- Provide Public Safety Communications with a current method of contact when away from the published contact telephone number

VI. GOVERNING LEGISLATION AND REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standard 4.2.3

Governing Legislation

- Maryland HB670 Maryland Police Accountability Act of 2021
- Personnel Law, Section 16-193 (c)(2)(1)(2) & (c)(2)(4)(i)(ii)(iii)
- Personnel Law, Sections 16-189, 16-201, and 16-219 through 16-228
- Administrative Procedures #254 and #265
- Maryland Code 5-101, 13-705, and 13-707
- Family and Medical Leave Act of 1993
- Fair Labor Standards Act
- Lautenberg Law

Reference:

- Collective Bargaining Agreements
- Memorandum from Chief Administrative Officer, Dated 7/18/2012, Reference: Employee Leave Donations

24. MANAGEMENT OVERSIGHT & INFORMATION SYSTEMS

(September 2022)

I. POLICY

The Department relies upon timely, accurate information from various parts of the organization. Internal administrative reports are a valuable management tool to ensure that the Department operates efficiently, while keeping decision makers informed with up-to-date information.

II. CHECKLIST

- Departmental Administrative Reports Matrix

III. DEFINITIONS (N/A)

IV. FORMS

- Bi-Weekly Strength Sheet (PGC Form #3512)
- BlueTeam Module
- Detainee Processing Log Sheet (PGC Form #5097)
- Exception to Normal Duty Status Report (PGC Form #4498)
- FTO Daily Evaluation
- Inter-Office Memorandum (PGC Form #836)
- Maryland Secure Juvenile Holding Log (PGC Form #5077)
- Past Performance Appraisal (PGC Form #854)
- Processing Facility Inspection Sheet (PGC Form #5098)
- Vehicle Inspection Form (PGC Form #396)

V. PROCEDURES

1. Administrative Reports

Daily Reports

The following reports are received each business day (distributing component in parentheses):

- Daily crime report (JAIC)
- News clippings from the media (Media Relations Division)
- Daily Evaluation Reports from Field Training Officer program

Monthly Reports

The following reports shall be submitted by the fifth day of the month:

- Personnel Complement (Police Personnel Division (PPD))
- Exception to Normal Duty Status Report (PPD)
- Police vehicle and mobile computer inspection reports (Bureau of Patrol)
- Early Identification System (EIS) Monthly Report (Internal Affairs Division)
- Budget Account Status Reports (Fiscal Management Division)

Quarterly Reports

Unless otherwise directed, the following reports shall be submitted by the fifth day of the first month of a new quarter for incidents occurring during the previous quarter:

- Early Warning System (EIS) Quarterly Report (Internal Affairs Division)
- Overtime Report (Fiscal Management Division)

- Quarterly accounting of cash activity (Division Commanders/Managers)
- Performance appraisals for entry-level probationary employees (Supervisors)

Annual Reports

The following annual reports shall be submitted when directed as they relate to the previous calendar year:

- Annual Workload Assessment (Commanders/Managers)
- Annual patrol distribution and workload assessment (Bureau of Patrol)
- Evaluation of the EIS for operational and functional considerations (Internal Affairs Division)
- Analysis of grievances filed during the preceding calendar year (Internal Affairs Division)
- Analysis of vehicle pursuits (Bureau of Patrol)
- Audit of all passwords, access codes, and access violations (Information Technology Division)
- Administrative review of PGPD practices, including citizen concerns (Bureau of Patrol)
- Crossing guard location analysis (Special Operations Division)
- Division/Unit goals and objectives (Commanders/Managers)
- Analysis of Incident Command System activations (Bureau of Patrol)
- Audit of property stored at the Property Warehouse (Internal Affairs Division)
- Unannounced inspections of the Property Warehouse (Internal Affairs Division)
- Use of force analysis (Internal Affairs Division)
- Past Performance Appraisals (Supervisors)

Once Every Three Years

- Victim Needs/Gap Analysis (Victim Services Manager)

Ongoing

- Selective traffic enforcement analysis of collisions and enforcement activities (Special Operations Division)

After-Action Report

An After-Action Report shall be completed on an Inter-Office Memorandum and submitted immediately after the following incidents:

- Activation of the Incident Command System
- Each special event
- Each unusual occurrence, disaster, or civil disturbance
- Each hostage/barricade situation

2. Goals & Objectives for Organizational Components

Goals and objectives guide the Department and provide a means to track the effectiveness and efficiency with which it operates.

Formulated on an annual basis and published in the proposed/approved budget, the Department's annual goals are supported by individual Division goals and objectives.

Each Division Commander/Manager shall submit the goals and objectives for their Division on or before January 31 of each year. The submission must include the goals and objectives from the previous year with an indication of whether those goals were met and how they were attained.

The Chief of Police, after review and approval, shall ensure the Department's goals and objectives are compiled and submitted to the Office of the Comptroller. The Comptroller shall ensure they are submitted for publication in the County's approved budget.

Goals and objectives will be made available to all personnel once they have been approved by the Chief of Police.

Review of Goals & Objectives

Commanders/Managers shall be responsible for monitoring and evaluating the on-going progress made toward the attainment of the goals and objectives that were submitted for their organizational component. They are accountable for accomplishing the goals and objectives and shall be prepared to report such progress to the Chief of Police when directed to do so. The Chief of Police may request the report during crime or Command Staff meetings, briefings, through written communications, or in other designated ways.

3. Multi-Year Plan

The Department's Multi-Year Plan is a strategic document that is edited by the 21st Century Policing Division. The Plan is designed to prepare the Department for the future; generally covering a five-year period. At a minimum, the Plan contains:

- Long-term goals and operation objectives
- Anticipated workload and population trends
- Anticipated personnel levels
- Anticipated capital improvements and equipment needs

4. Recruitment Plan

The Department's Recruiting Strategies and Recruitment Plan is maintained and edited by the Recruiting Unit. At a minimum, the Plan shall contain:

- Goals and objectives as they relate to the Department's recruitment and selection strategies
- A plan of action designed to achieve the goals and objectives

The Commander of the Recruiting Unit will regularly monitor the progress of the goals and objectives in the Plan. Additionally, the Commander of the Recruiting Unit will prepare written evaluation reports no less than annually. Revised plans will be reissued to Recruiting Unit members.

5. Personnel Status Reports

Bi-Weekly Strength Sheet

The Bi-Weekly Strength Sheet is maintained daily. These sheets shall be submitted to the Fiscal Management Division no later than 1200 hours on the second business day beginning a new pay period.

Required Information

The following shall be included on the Bi-Weekly Strength Sheet:

- Daily status of each employee, such as permanent, TDY, etc.
- Names of all employees in the Command and their Employee Identification Number

Leave Status Designation

One of the following shall be entered on the Bi-Weekly Strength Sheet for each employee:

- Administrative leave
- Annual leave
- AWOL
- Compensatory leave
- Disability leave
- Discretionary leave
- Jury duty
- LWOP
- Military leave
- Off
- Parental leave
- Personal leave
- Sick leave
- Training
- Working

Change of Status During Tour of Duty

When an employee's duty status changes during their tour of duty, the Supervisor shall ensure the proper type of leave is entered on the Bi-Weekly Strength Sheet.

Exception to Normal Duty Status Report

The Exception to Normal Duty Status Report shall be compiled by all Commanders/Managers by the first of each month and forwarded to PPD no later than the fifth of each month.

The report shall list any employee who, for more than ten consecutive working days of the calendar month, has been temporarily reassigned or is unavailable for regular duty for any of the following reasons:

- Administrative assignment
- Administrative leave
- AWOL
- Disability leave
- Family and medical leave
- Jury duty
- LWOP
- Military leave
- Sick leave

Employees on light duty or in administrative assignments shall be listed on the report submitted by the Commander/Manager of their present assignment.

PPD will collate the information, complete a composite personnel report, and forward copies to the Chief of Police, Assistant Chief of Police, and all Deputy Chiefs by the fifteenth day of each month.

6. Special Events Plan

A written plan is developed for each special event in which the Department will commit staffing and resources. Unless the Special Events Unit develops the plan for a given event, the Division Commander or their designee is responsible for developing written plans for major special events in the respective Division. To ensure consistency, at a minimum, all plans will identify:

- The incident Commander
- Location of the event
- Nature of the event
- Means/methods of communication between participants
- Location of command post, if any

7. Hazardous Materials in the Workplace

(Maryland Occupational Safety and Health Law, Maryland Code, Article 89)

Hazardous materials (HAZMAT) consist of:

- Chemicals that are water-reactive or unstable reactive
- Chemicals with low flash points
- Explosives
- Flammable chemicals and aerosols
- Gasoline
- Organic peroxides
- Oxidizers
- Pressurized gases
- Pyrophoric chemicals

HAZMATs are found in most workplaces throughout the Department. The types of materials vary in degree of potential danger to employees, from denatured alcohol to tear gas.

Hazardous Chemicals & Toxic Substance Lists

Commanders/Managers shall maintain a list of HAZMATs handled or stored in the workplace. The list shall identify each HAZMAT by both common and chemical names and shall indicate where the HAZMAT is located in the work environment. The list shall be kept current and maintained for at least 40 years.

Accompanying the list shall be a separate Material Safety Data Sheet (MSDS) for each HAZMAT. MSDS provide critical information about chemicals and are divided into several sections. These sections give characteristic information about the HAZMAT. Each MSDS shall contain:

- Fire and explosion data
- Health hazards
- Name and product data
- Physical data
- Reactivity data
- Special handling and storing precautions
- Special protection information
- Spill or leak procedures and disposal procedures

The following Commanders/Managers shall compile and maintain HAZMAT lists and MSDS:

- All Commanders in Bureau of Patrol
- Major Crimes Division
- Special Crimes Division
- Drug Analysis Laboratory
- Narcotic Enforcement Division
- Special Operations Division
- Training & Education Division

Commanders/Managers responsible for maintaining a HAZMAT list shall:

- Inspect their lists annually to ensure accuracy
- Update their lists within 30 days of any additions, revisions, or deletions

Training and Education Division (TED) Responsibilities

The Commander, TED shall:

- Develop and implement required training programs regarding HAZMAT
- Maintain records of all employees receiving training regarding HAZMAT
- Monitor training received by new civilian employees at the Division level
- Provide training booklets to Divisions

Division Responsibilities

Divisions shall be the primary providers of HAZMAT material training for all new

civilian employees. Division training coordinators shall ensure that:

- A memorandum is placed in the employee's personnel file listing the instructor's name and the date the training was completed
- A copy of the memorandum is sent to TED
- New employees receive a HAZMAT Training Handbook
- Training conforms to current programs

8. All Hazards Plan

The Department's All-Hazards Plan (AHP) is a comprehensive document that is reviewed or revised as needed, by the 21st Century Policing Division. The AHP serves as a guide for Departmental operations; ensuring they are consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS) requirements. The AHP is law enforcement sensitive and unauthorized distribution outside the Prince George's County Police Department is prohibited.

9. Juvenile Detainee Reporting

(42 USC 5601)
(Governor's Executive Order 01.01.2005.37)

The Department is required to submit monthly reports to the Governor's Office of Crime Prevention, Youth and Victim Services regarding juvenile detainees. The Officer in Charge (OIC), Juvenile Transition Center shall be responsible for ensuring compliance with this requirement.

Property Supply Clerk's Responsibilities

At the end of each month, Division Property Supply Clerks shall collect the following juvenile processing log forms:

- Maryland Secure Juvenile Holding Logs
- Detainee Processing Log Sheets
- Processing Facility Inspection Sheets

Property Supply Clerks only need to collect forms that refer to juvenile detainees. Property Supply Clerks shall review each form to ensure that it is complete and then submit the forms to the Division Commander/Manager for review.

After the Division Commander/Manager has completed their review, the Property Supply Clerk shall copy all of the forms. The copies shall be submitted to the OIC, Juvenile Transition Center by the fifth day of the succeeding month.

The original forms shall be maintained at the Division and retained according to schedule.

Commander's/Manager's Responsibilities

Division Commanders/Managers shall review the juvenile processing logs that are collected by the Property Supply Clerks to ensure that they are complete. Commanders/ Managers shall then return the forms to the Property Supply Clerk and ensure they submit copies of the forms to the OIC, Juvenile Transition Center by the fifth day of the succeeding month.

OIC, Juvenile Transition Center - Responsibilities

Upon receiving copies of each Division's juvenile processing log forms, the OIC, Juvenile Transition Center, shall complete a final review of the forms. The OIC, Juvenile Transition Center shall then submit the required information to the Governor's Office of Crime Prevention, Youth and

Victim Services bi-annually, by April 15th and October 15th.

10. Warrant Reporting

(SB 178 Maryland Police Accountability Act of 2021)

The Department is required to submit annual reports regarding all warrant executions to the Governor's Office of Crime Prevention, Youth and Victim Services (GOCPYVS). Reports are due by January 15th of each year for the previous calendar year. The Information Technology Division (ITD) will submit the annual report to GOCOYS. Additionally, the report must be submitted to the governing body of the Department.

Officers shall complete the warrant execution section of the Department's Customer Service Request (CSR) system after a warrant service. The information will be used to compile the mandatory reports.

VI. GOVERNING LEGISLATION & REFERENCE

Governing Legislation:

- Governor's Executive Order 01.01.2005.37
- Juvenile Justice and Delinquency Prevention Act of 1974 (42 USC 5601)
- Maryland Occupational Safety and Health Law, Maryland Code, Article 89
- SB 178 Maryland Police Accountability Act of 2021

DEPARTMENTAL ADMINISTRATIVE REPORTS MATRIX
(September 2022)

Report	Frequency	Purpose	By	To
Daily Crime Report	Daily	Provides statistical and event summaries from previous day	JAIC	Chief, Cmdrs.
Daily News Wrap	Daily	Assembles news reports into a briefing document	Media Relations Division	PGPD, Towns
Bi-Weekly Strength Sheet	Bi-Weekly	Documents attendance and hours worked	Commanders/Managers	FMD
Personnel Complement Report	Monthly	Used to show staffing levels	Police Personnel Division	FMD
Exception to Normal Duty Status	Monthly	Lists employees that are not on active, full duty	Police Personnel Division	Chief, BOP
Bias-Based Policing Review	Monthly	Examines complaints/agency practices to determine needs	IAD	Chief
Vehicle & MDC Inspections	Monthly	Ensures operational readiness	Line Supervisors	Division Cmdr
Inspections of Unusual Tactical Equip.	Monthly	Documents the state of operational readiness of equipment	SOD EST	SOD
EIS Monthly Identification Report	Monthly	Identifies officers that have reached an EIS threshold	IAD Statistician	Division Cmdr
Budget Account Status Reports	Monthly	Shows initial appropriation, encumbrances, balances	Fiscal Management Division	Chief, Cmdrs.
EIS Quarterly Identification Report	Quarterly	Summarizes all officers that reached an EIS threshold	IAD Statistician	District Cmdr
Accounting for Cash	Quarterly	Documents cash debits, credits, balances	NED, MCD, SCD, Detectives	Commanders
Entry-Level Performance Appraisals	Quarterly	Documents probationary employee performance	Supervisor	PPD
Overtime Report	Quarterly	Indicates use of overtime and account balances	Fiscal Management Division	Chief, Cmdrs
Inspections of Property Warehouse	Semi-Annually	Ensures accountability, conformance to policy	IAD	IAD, BOA
Workload Assessments	Annually	Shows distribution of personnel in PGPD and workload	Commanders /Managers	FMD
EIS Annual Evaluation	Annually	Evaluates the EIS system	IAD	Commander IAD
Grievance Analysis	Annually	Identifies trends/reasons for complaints and grievances	IAD	Commander IAD
Pursuit Analysis	Annually	Determines conformance to policy, training/policy needs	Bureau of Patrol	Chief, BOP
Computer Systems Audits	Annually	Determines password accountability, system integrity	Information Technology Division	CIO
IAD Analysis of complaints/Inv.	Annually	Summarizes complaints & investigations statistics	IAD	Chief
Crossing Guard Location Analysis	Annually	Looks at locations where guards are assigned and needed	SOD	BOP
Goals and Objectives	Annually	Identifies what each Bureau, Division, wants to accomplish	Commanders/Managers	Everyone
ICS Activation Analysis	Annually	Analyzes all ICS activations, lessons learned, training needs	Bureau of Patrol	TED
Audit of Property Held by Department	Annually	Random sampling of items to ensure policy conformance	IAD	Chief, BOA
Unannounced Inspections of Evidence	Annually	Ensures ongoing conformance to policy	IAD	Chief, BOIFS
Use of Force Analysis	Annually	Identifies conformance to policy, training & policy needs	Commander, IAD	TED, BOP
Past Performance Appraisals	Annually	Documents employee performance	Supervisors	PPD
After-Action Report/ICS	Per-Incident	Synopsizes incident and may include lessons learned	Commander/Investigator	Chief & BOP
After-Action Report/Special Event	Per-Incident	Synopsizes event and may include lessons learned	Commander of Event	Chief & BOP
After-Action Report/Unusual Occurrence	Per-Incident	Synopsizes the occurrence and may include lessons learned	Commander of Occurrence	Chief & BOP
After-Action Report/Hostage-Barricade	Per-Incident	Synopsizes the occurrence and may include lessons learned	Commander of Incident	Chief & BOP
Selective Traffic Enforcement Analysis	Periodic	Analyzes and reviews enforcement and collision activity	SOD CARU	Chief & BOP
Victim Needs Assessment	Every 3 Years	Identifies service provided and by whom/and service gaps	Victim Services Manager	BOP

25. MOBILE DATA COMPUTERS (MDC)

(December 2018)

I. POLICY

Mobile data computers facilitate the dispatch of calls for service, dispatcher-to-car as well as car-to-car messaging, and local and MILES/NCIC warrant checks. Mobile data computers also provide access to electronic mapping. The use of MDCs should be limited to official activities, as outlined in **VOLUME I, CHAPTER 5. COMPUTERS & TECHNOLOGY**, Section **2. Maintaining the Integrity of Computer Systems**, ***Internet, Extranet, and Intranet Use***

II. CHECKLIST (N/A)

III. DEFINITIONS

CHRI: Criminal history record information

IV. FORMS

- MVS/MDC Equipment Inspection/ Malfunction Report (PGC Form # 4621)

V. PROCEDURES

1. MDC Overview

Mobile Data Computers (MDCs) provide in-car access to several databases. MDCs can receive criminal information from:

- Maryland Interstate Law Enforcement System (MILES)
- National Crime Information Center (NCIC)
- Maryland Motor Vehicle Administration (MVA)
- National Law Enforcement Telecommunications System (NLETS)
- Office of the Sheriff for Prince George's County (OSPG)
- PGPD Crime Look-up and Evaluation System (CLUE)

Officers shall not use the MDC until they have received MDC training and MILES/ NCIC certification.

Only software purchased or acquired by the County will be installed on the MDCs. An approved County contractor shall do all software installation or repair.

Special care shall be taken to prevent the spillage of liquids onto the MDC.

All MDC transmissions are recorded and are recoverable. Abusive, profane, demeaning, harassing, or threatening messages are prohibited.

CHRI shall not be disclosed to any unauthorized person. Criminal history shall not be disseminated to anyone other than authorized law enforcement personnel. Care will be taken to shield the MDC screen from civilians or arrestees when it contains CHRI. ***See*: VOLUME I, CHAPTER 33. RECORDS & REPORTS,** Section **4. Criminal History Record Information (CHRI)**

Trained officers operating a police vehicle equipped with a MDC shall log-on to the system while in service. Officers shall log-off and shut down the MDC if they expect to be away from the vehicle for more than thirty minutes.

Safe vehicle operation is of primary concern when using the MDC. Officers should consider stopping their vehicle before using the MDC if use is going to divert attention

from the safe operation of the vehicle. Generally, it is not appropriate for officers to operate the MDC while their vehicles are in motion.

All priority calls for service will be dispatched and acknowledged using the police radio. Routine response and report calls may be dispatched via MDC.

When officers receive a warrant hit, they shall confirm the warrant with Public Safety Communications via the police radio prior to prisoner transport.

When officers make a traffic stop or investigate a suspicious vehicle, they shall use the police radio to notify the dispatcher of their status and location. Traffic stops shall also be cleared via police radio.

Other than for calls described above, officers may use the MDC to advise the dispatcher of call clearance codes.

2. Inspections

At least monthly, a supervisor shall inspect MDCs. This inspection shall be documented on the MVS/MDC Equipment Inspection/ Malfunction Report.

If any deficiencies are noted, the supervisor shall contact the Mobile Video Unit and fax or email a copy of the MVS/ MDC Equipment Inspection/Malfunction Report to them prior to the officer going in service. If the deficiency is noted after hours, the supervisor shall fax or email a copy of the MVS/MDC Equipment Inspection/ Malfunction Report to the Mobile Video Unit, and instruct the officer to contact them during business hours.

Once officers have the deficiency corrected, they shall notify their supervisor who shall then re-inspect the MDC.

3. Securing Portable MDC Equipment

Employees shall ensure that portable MDC equipment is properly secured in its docking station whenever the vehicle is left unattended.

When the vehicle is left unattended for more than two hours, the employee shall remove his or her portable MDC from the docking station, place it in the trunk, or secure it in another safe location.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Memorandum of Agreement Between the United State's Department of Justice and Prince George's County, Maryland, January 22, 2004

Governing Legislation:

- Maryland Code, Criminal Procedure, Section 10-219
- Maryland Code, State Government, Governmental Procedures, Title 10, Subtitle 6 et. seq.
- Title 28, Code of Federal Regulations, Part 20

26. MOBILE VIDEO SYSTEM (MVS)

(July 2026)

I. POLICY

(CALEA 41.3.8.a &.c)

It is the policy of the Department to use the Mobile Video System (MVS) to enhance police service by accurately documenting events, actions, conditions, and statements made during citizen contacts, traffic stops, arrests, and other incidents. The Internal Affairs Division (IAD) oversees all MVS usage issues. Officers operating an MVS equipped vehicle shall use the device in accordance with the provisions of this policy and all local, state, and federal laws, while on-duty and during any overtime and secondary employment activities.

Mobile audio/video recording equipment can add value to law enforcement by:

- Increasing convictions for criminal and traffic violations
- Increasing officer safety
- Reducing complaints and false accusations
- Providing training materials for annual in-service and remedial training
- Evaluating an officer's performance
- Enhancing public trust in the Department

MVS cameras have limitations that may include:

- They may not follow the officer's eyes and do not see what the officer sees
- Video may have different lighting characteristics than what the officer experiences; therefore, the MVS may adjust faster to lighting than the officer's eyes
- Video may not capture important danger cues perceived by the officer
- Video does not account for an officer's reactionary speed
- MVSs are designed to have a greater horizontal peripheral vision field than that of the human eye; therefore, the MVS may capture images outside of the officer's peripheral vision
- Video frames may be lost in the compression process

II. CHECKLIST (N/A)

III. DEFINITIONS

Mobile Data Computer (MDC): An in-car mobile data computer used for the dispatch of calls for service, messaging, warrant checks, mapping, and access to databases **(*See*: VOLUME I, CHAPTER 25. MOBILE DATA COMPUTERS)**

Mobile Video System (MVS): A camera system permanently installed inside of a police vehicle designed to capture video and/or audio occurring in front of the vehicle and/or inside of the passenger compartment during situations like prisoner transports. This is different than body worn cameras being worn inside of a vehicle (***See***: **VOLUME II, CHAPTER 9. BODY WORN CAMERAS)**

Mobile Video Unit (MVU): Departmental component responsible for processing requests for mobile audio, video, digital, and wireless transmissions

MVU Technician: Personnel trained in the use, copying, distribution, and evidentiary procedures of video systems

Police Action: Includes, but is not limited to, traffic stops, field stops, calls for service, and providing assistance to stranded

motorists and other persons in distress

Shift: The basic hours of work per day, which an employee is scheduled to work on any day, and of which they have been advised in advance

Supervisor: Personnel holding the rank of Sergeant and above, or a Corporal formally appointed in writing as an officer in charge (OIC) of a Departmental component

Tour of Duty: The period of time, including all days which an employee is scheduled to work during their work week, of which they have been advised in advance

Video Image: Digital image(s) captured by wireless transmission

IV. FORMS

- Case Report
- Consent to Search Form (PGC Form #4622)
- MVS District/Division Monthly Report (PGC Form #5103)
- MVS Failure to Record Activity Notification (PGC Form #5176)
- MVS/MDC Inspection/Malfunction Report (PGC Form #4621)
- Video Image Copy Request Form (PGC Form #4618)

V. PROCEDURES

1. Officers' Responsibilities

(CALEA 41.3.8.f)

Officers shall successfully complete Departmental MVS training and review this policy prior to using MVS equipment.

Officers shall ensure they begin their shift with an operational MVS, and that the storage media (hard drive) has sufficient space remaining to record additional video.

Officers with patrol cruisers that have a wireless MVS installed shall ensure that the MDC is turned on and that the officer is logged into the system to support the MVS data. Officers shall immediately report any MVS or MDC malfunction or error signal to their Supervisor.

Officers shall be sure to disable other equipment within the vehicle, such as AM/FM radios or scanners, when the MVS is activated. This does not apply to police radios.

Officers are responsible for uploading audio/visual data from their MVS hard drive systems before the end of their shift. Officers with wireless systems should upload daily. This is accomplished at District Stations or at designated locations. Prior to changing assignments or turning in a vehicle, officers shall ensure that their video is wirelessly uploaded.

All recordings associated with MVS are the sole property of the Prince George's County Police Department.

Notice of MVS Recording

When practicable, officers shall inform subjects that they are being recorded at the beginning of the contact (*e.g.*, "Ma'am/Sir, I am advising you that our interaction is being recorded."). This notification is satisfied even if another individual becomes a party to the communication after the initial notice has been provided.

The MVS must be activated prior to a consent search being conducted of a person, place, or object. The officer must read the consent to search statement aloud, so that it can be recorded. The consent search recording must also include:

- Date
- Name of person giving consent
- The type of investigation
- Description of the location of the search

With some exceptions, citizens do not have a reasonable expectation of privacy when talking with police officers during the scope of an officer's official duties, even when the contact is inside a private residence. Officers are not required to initiate or cease recording an event, situation, or circumstance solely at the demand of a citizen. Officers are authorized to withhold the above notification when, in their best judgment, making the notification would be unsafe, impracticable, or if doing so would interfere with the officer's objective (*e.g.,* engaged in a foot pursuit).

Ability to Record

It is lawful for an officer, in the course of their duties, to intercept an oral communication with an MVS if:

- The officer is in uniform or prominently displaying the officer's badge
- The officer is making reasonable efforts to conform with this policy
- The officer is a party to the oral communication
- The officer notifies the individual, as soon as practicable, that they are being recorded, unless it is unsafe, impractical, or impossible to do so
- The oral interception is being made as part of a videotape or digital recording

2. Required Uses

(CALEA 41.3.8b)

MVSs shall be activated upon taking any police action, including but not limited to:

- Vehicle stops
- Vehicle pursuits
- Police operations necessitating a priority response
- Prisoner transports
- Signal 6 Stops (suspicious occupied vehicles)

The MVS shall record until the vehicle stop, pursuit, police action, prisoner transport, or Signal 6 Stop is completed, and the subject vehicle departs or the officer's participation in the incident ends.

An officer must activate both their MVS camera and their BWC when placing a citizen into the officer's cruiser for any reason, including prisoner transport, for both adults and juveniles. Ride-along participants and off-duty family/friend transports are excluded from the citizen recording requirement.

The use of the BWC does not eliminate the required use of the MVS in the cruiser, nor does the absence of an MVS eliminate the BWC requirement. (***See***: **VOLUME II, CHAPTER 9. BODY WORN CAMERAS, 2. Required Uses**). If an officer's MVS and BWC both are inoperable, then they shall request another cruiser to transport the citizen.

MVS and BWC cameras shall remain in operation simultaneously until the citizen is removed from the vehicle, police action ceases, and/or custody transfer has been completed. If circumstances require a Case Report to be written, the fact that MVS was utilized must be appropriately documented.

Requirements for use of MVS apply to all officers working overtime and Secondary Law Enforcement Employment.

Officers performing police actions as part of a task force shall only use the Department-issued MVS. Recordings are the property of

the Prince George's County Police Department.

3. Other Uses

Officers that determine that recording an event may serve legitimate law enforcement purposes, may disable the audio and make only video recordings of that event.

Examples include, but are not limited to:

- Crime scenes
- Disorderly conduct
- Investigative detentions
- Recording the driving of a motorist that provides probable cause for a traffic stop or arrest
- Suspicious situations
- Traffic accident scenes

4. Prohibited Activities

Officers shall not participate in the following activities:

- Destroying, disseminating, editing, altering, modifying, tampering with MVS recordings without the written permission of the Chief of Police or their designee. Officers who tamper with MVS recordings shall be subject to an internal investigation and possible criminal prosecution
- Removing, dismantling, duplicating, or tampering with any hardware or software component or part associated with MVSs or related applications
- Copying, rerecording, self-recording, or downloading an MVS recording, to an unauthorized device, without written approval from the Chief of Police or their designee
- Sharing MVS recordings, or copies of these recordings, outside the scope of the officer's official duties
- Deleting any MVS recordings (does not apply to MVS Coordinator)
- Using Departmental MVS equipment and recordings for personal use
- Recording conversations of officers without their knowledge during routine, non-enforcement related activities
- Recording gratuitous or obscene images, such as the effects of extreme violence or injury, unless necessary for evidentiary documentation or unavoidable within the officer's course of duty
- Recording a particular person based solely on the person's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, homelessness status, any physical or mental disability, political affiliation, or any other protected class as provided under State or Federal law
- Recording in places where a reasonable expectation of privacy exists, unless the activation is required for the performance of official duties
- Intentionally or willingly recording confidential informants or undercover officers
- Using any other electronic device or other means to intentionally interfere with the capability of the MVS
- Posting recordings to any social media site, unless approved by the Chief of Police or their designee
- Searching without cause for policy violations in order to initiate disciplinary actions against an officer
- Watching another officer's MVS recording without permission from the officer's Supervisor or the IAD Commander

Exceptions include:

- Commanders and Supervisors who are authorized to review officers' MVS recordings for oversight or training purposes
- Detectives review when the MVS recording is related to criminal investigations in which they are participating and reviewing other officers' recordings is necessary to thoroughly and effectively complete the investigation and/or subsequent prosecution
- Technical staff and other employees who are required to review recordings in order to carry out their employment duties

5. Traffic Stops

(Annotated Code of Maryland, Courts & Judicial Proceedings, Section 10-402)

The MVS is automatically activated when the vehicle's emergency equipment is turned on. Prior to exiting the vehicle, officers shall ensure that the MVS camera is focused and recording the subject vehicle.

Officers shall narrate their activities on the audio portion for evidentiary value.

The officer initiating the stop shall be the primary officer and shall not cease audio and video recording until the end of the traffic stop. Secondary officers arriving on scene shall ensure that their BWC remains turned on until the end of the stop.

Identification During Traffic and Other Stops

Absent exigent circumstances, at the commencement of a traffic stop or other stop, officers must (1) display proper identification (i.e., badge or work ID) to the stopped individual and (2) provide specified identifying information regarding the officer and the reason for the stop. Specific identifying information shall include, but is not limited to:

- Rank
- Last Name
- ID Number
- Duty Assignment
- Agency Name

If the violator is being recorded by MVS and/or BWC, the officer will advise the violator that they are being audio/visually recorded.

An officer's failure to comply with the requirements:

- May be grounds for administrative disciplinary action against the officer and
- May not serve as the basis for the exclusion of evidence under the exclusionary rule

Officers may not prohibit or prevent a citizen from recording the police officer's actions if the citizen is otherwise acting lawfully and safely.

6. Failure to Record Activity

(CALEA 41.3.8.e)

Officers failing to record shall document such omissions on the MVS Failure to Record Activity Notification Form. (***See*: 2. Required Uses**)

If an officer fails to record activity due to an MVS malfunction, they shall immediately report the malfunction to a Supervisor. Failure to Record Notification Forms citing inoperable or malfunctioning equipment must be accompanied by a completed

MVS/MDC Equipment Inspection/ Malfunction Report. Officers shall submit notification forms to their Supervisors prior to the end of their shift.

The affected officer's Supervisor and Commander/Manager shall review and sign the MVS Failure to Record Activity Notification Form before forwarding it through their chain of command to the Mobile Video Unit (MVU) at Police_MobileVideo@co.pg.md.us.

Failure to Record Activity Notification Forms shall be maintained by MVU for three years and six months.

Information captured on the MVS Failure to Record Activity Notification Form may be used for:

- Court Discovery
- Freedom of Information Requests (FOIA)
- Other Administrative Purposes

Completion of the MVS Failure to Record Activity Notification Form does not exempt an officer from compliance with Departmental policy as stated in this chapter. The form is not intended to excuse or justify an officer's failure to activate, record, or properly utilize the MVS as required by this General Order. Failure to adhere to MVS activation and usage requirements, regardless of whether the form is completed, may result in disciplinary action. Officers are expected to operate their MVS in accordance with policy at all times.

7. MVS Deactivation

Once recording with an MVS has been initiated, an officer shall not deactivate the MVS until one of the subsequent acts has occurred; further, when appropriate, the officer shall verbally state one or more of the following:

- The event or encounter has fully concluded
- The officer has left the scene and anticipates no further involvement in the event
- The officer is no longer engaged in a related enforcement or investigative activity
- An involved person refuses to cooperate unless recording ceases, and in the officer's discretion, the need for cooperation outweighs the need to record the information
- To protect the safety of a victim or witness, undercover officer, informant, or another person

MVS equipment may be manually deactivated during non-enforcement activities, for example:

- Protecting a traffic accident scene
- Directing traffic for an extended period of time

8. Review of Recordings

(CALEA 41.3.10.a,.b,.c, & .d)

The review of digital data may be made by:

- A Supervisor, for the purpose of:
  - Conducting an investigation
  - Monitoring a subordinate's professional conduct and/or performance
  - Training
  - Incident Critique
  - Policy Review
  - When deemed to be in the best interest of the public, the Department, or the officer
- Employees of the Internal Affairs Division (IAD) in an official capacity

- Employees of the Crime Scene Investigation Division (CSID) for investigative purposes
- PGPD Training and Education Division, for training purposes
- State's Attorney's Office, State Attorney General's Office, United States Attorney's Office or other prosecutorial entity in official capacity
- Office of Law
- Inspector General
- The President of FOP 89 or their designee in an official capacity as a union representative
- Members of the public pursuant to MPIA requests
- Maryland State Attorney General's Independent Investigation Division (IID), for investigations concerning officer-involved fatalities

Officers may view their own video recording, or another officer's recording, to assist in:

- Writing complete and accurate reports involving critical incidents
- Court preparation
- Review of prosecution evidence
- Statement of charges

Officers who are involved in a use of force, in-custody death, or are the subject of a criminal or administrative investigation shall be allowed to view their assigned MVS recording related to the incident or investigation prior to completing and submitting any required reports and being interviewed by the appropriate investigative unit, in accordance with IAD investigative procedures. The viewing will only be allowed at the conclusion of the criminal investigation and prior to their administrative interview.

The ability of an officer to cross-review any other officer's MVS recording shall be determined by the officer's Supervisor, or the Commander, IAD.

Supervisors must review the MVS recordings of an officer when:

- An officer is injured during the performance of their duties
- There is a use of force by the recording officer or another on-scene officer
- The Supervisor receives a complaint against an officer during the shift

In the above instances, the Supervisor shall ensure the immediate upload of the officer's MVS once the Supervisor has completed the necessary reports and no longer needs the footage to assist in the preparation of any required reports.

Additional Considerations

- An MVS recording of a constitutionally protected activity may not be used to identify persons present at the activity who are not suspected of being engaged in illegal activity or in need of assistance
- Stored MVS video and audio data may not be:
  - Used to create a database or pool of mugshots
  - Used as fillers in photo arrays
  - Searched using facial or voice recognition software (this does not prohibit using recognition software to analyze the recording of a particular incident when a supervisory law enforcement officer has reason to believe that a specific suspect or person in need of assistance may be the subject of a particular recording)
- As long as the reviewing of an MVS recording, as determined by the Attorney

General or local State's Attorney, does not impact the integrity of an investigation or negatively impact a criminal investigation, the recording may be reviewed by medical or mental health professionals consulted by the law enforcement agency for the limited purpose of addressing the officer's medical or mental health needs resulting from a critical incident

9. Supervisors' Responsibilities

(CALEA 41.3.8.e, .f & 41.3.10.e)

Supervisors shall:

- Ensure that officers utilize MVSs according to policy guidelines
- Periodically conduct random reviews of MVS recordings to ensure that all devices are functioning correctly
- Conduct at least one monthly documented inspection/review of each MVS utilized by an officer under their respective command. (***See*** below: **10. Inspection of Equipment**)

The Chief of Police or their designee may authorize additional reviews/audits at any time.
If an officer is involved in an incident that requires the Special Investigative Response Team (SIRT) to respond to the scene, the Supervisor shall ensure that the MVS is uploaded and provided through the appropriate software application to the appropriate SIRT investigator for review/investigation.

10. Inspection of Equipment

Supervisors or their designee shall inspect the MVS equipment of each officer every month and document the results of every inspection on an MVS/MDC Inspection/ Malfunction Report.

Review of Video and Wireless Systems

Supervisors or their designee are required to conduct a monthly inspection/review of each assigned officer's vehicle that is equipped with an MVS. Supervisors shall randomly select at least one audio and video transmission to review from the recordings available for the 30 days preceding the inspection. The review will be conducted in the officer's vehicle with the assigned officer present.

During the review, Supervisors will ensure:

- The MVS is operating properly and records both audio and video
- An MVS/MDC Inspection/Malfunction Report is completed
- Officer's performance complies with Departmental training and policy
- Footage recorded on wireless-based systems is being regularly uploaded

Submission & Retention of Inspection Reports

Supervisors shall submit completed MVS/MDC Inspection/Malfunction Reports through their chain of command to their District/Division Commander/Manager by the 5th of each month. District/Division Commanders/Managers shall ensure that MVS/MDC Inspection/Malfunction Reports shall be maintained at the District/Division for a minimum of one year.

11. MVS District/Division Monthly Report

Each District/Division Commander/Manager who has vehicles equipped with MVS shall appoint one subordinate to be responsible for completing the MVS District/Division Monthly Report. The report shall be

completed by the 5th of every month and submitted through the chain of command to MVU for processing.

12. MVU Technician Responsibilities

MVU technicians are authorized to copy videotapes, wireless recordings, and transmissions.

Intra-departmental requests for copies and/or dissemination of videos, wireless recordings, and transmissions shall be handled in accordance with the MVU SOP.

Secondary dissemination of videos, wireless recordings, and transmissions to any source outside of the Prince George's County Police Department is strictly prohibited without authorization of the Chief of Police or their designee.

Officers requesting copies of videos, wireless recordings, and transmissions must submit the Video Image Copy Request Form with their Supervisor's approval. All requests for secondary dissemination to an outside source for copies of videos, wireless recordings, and transmissions shall be directed to the Commander/Manager, Records Management Division (RMD).

If circumstances arise that require the immediate retrieval of a recording, the investigating officer shall request that a Supervisor instruct the officer to immediately upload the recording.

Access to MVS recordings shall not be shared with any member of the media unless authorized by the Chief of Police or their designee.

13. Retention and Security of MVS Recordings

(CALEA 41.3.8.d)

The Department shall archive MVS recordings according to the following retention schedule:

- MVS recordings and transmissions are retained 30 years
- MVS recordings and transmissions capturing evidence in a homicide are retained 75 years

Access to MVS recordings shall not be shared with any member of the media unless authorized by the Chief of Police or their designee.

14. Release of MVS Recordings

MVS Recordings of Officer-Involved Death or Potential Death of Citizens

The Maryland Attorney General's Independent Investigation Division (IID) will lead the investigation of all alleged officer-involved deaths or potential deaths of citizens, including shootings, pursuits, and in-custody deaths. MVS recordings that potentially captured any aspect of such encounters, including recordings from before and after the incident shall be secured and turned over to IID personnel. Release of MVS recordings for incidents investigated by IID shall be at the discretion of IID.

Department Release of MVS Recordings

Barring unforeseen circumstances or circumstances beyond the Department's control, the Chief of Police may within five business days after a serious use of force,

excluding IID investigated incidents, publicly release the names and MVS recordings of all officers who committed the serious use of force.

A serious use of force may include, but is not limited to:

- All firearm discharges by an officer with the exception of range and training incidents, and discharges at animals
- All uses of force by an officer resulting in a serious physical injury
- All head strikes with an impact weapon
- All uses of force by an officer resulting in a loss of consciousness, serious disfigurement, disability or impairment of the functioning of any body part or organ
- All incidents where a person receives a bite from a PGPD canine
- All uses of force by an officer involving the use of neck restraints or techniques intended to restrict a subject's ability to breathe

The release of an MVS recording of a serious use of force incident shall occur at either a news conference or media availability session, with a subject matter expert and the Chief of Police or their designee and a member of the Media Relations Division present to provide context and a chronology of the event. MVS recordings may also be released on an online platform. MVS recordings will not be released for commercial, non-law enforcement, or non-journalistic purposes.

In consultation with the State's Attorney's Office, the Department will attempt to make notifications 24 hours prior to the public release of MVS recordings of a serious use of force incident, when possible, to:

- Civilian subject(s) of police action, or next-of-kin, if deceased, or parent/ guardian, if the subject is a juvenile
- Legal counsel representing a subject
- Involved employees who are readily identifiable
- Bureau and/or District/Division Commanders/Managers
- FOP 89 and other unions, as appropriate
- Other official agencies involved in such incident or investigation to include the prosecuting authority

Prior to the release of MVS recordings, consideration will be given to privacy rights, including an assessment of whether MVS recording depicts:

- The interior of residences and other places where there is a reasonable expectation of privacy
- Intimate images
- Images of individuals receiving medical attention
- Images of a serious physical injury
- Images of a deceased individual
- The location of a domestic violence program

Any public release of MVS recordings may be redacted in order to:

- Comply with federal, state, or local law governing disclosure of records or existing Department procedures
- Protect confidential sources and witnesses
- Protect a person's right to a fair trial
- Protect the identity of victims of sex crimes, domestic violence and juveniles
- Protect the privacy, life or safety of any person
- Avoid undue trauma due to explicit or graphic content

In the interests of transparency, MVS recordings of a critical incident may be shared without redaction with the media, subject to the privacy considerations listed above, as authorized by the Chief of Police.

Public release of MVS recordings may be delayed, or in some cases, the Department may forego public release, in order to:

- Comply with a court order or restraining order preventing the release of such recordings
- Comply with federal, state, or local law governing disclosure of records or existing Department procedures

15. MVS Recording Redaction and Reproduction

- MVS recording will be released in accordance with the Maryland Public Information Act (MPIA)
- All MPIA requests for the production of MVS recordings will be sent to the Office of Law
- MVS recording requests will be fulfilled and redacted in accordance with Department guidelines and all applicable laws
- In the event that a prosecuting authority (i.e., the State's Attorney's Office, the Maryland State Prosecutor, the United States Attorney's Office, or any other criminal or administrative prosecuting authority) has received an open criminal case (involving officer misconduct), the Department will share MVS recordings with the prosecuting authority by the end of the next business day. In the event SIRT opens an investigation of a use of force incident by an officer, the MVS recording shall immediately be provided to the prosecuting authority
- MVS recordings requested by the public under MPIA or subpoenaed by any party will be categorized as:
  - Publicly Releasable - Released to any member of the public subject to public redaction requirements
  - Person In Interest Releasable - Releasable to a Person in Interest subject to individual redaction requirements
  - Non-Releasable - Recordings that cannot be released at the time of the request in accordance with legal requirements NOTE: The prosecuting authority/legal counsel should be consulted for recordings relevant to a criminal or civil proceeding (e.g., recordings that meet the definition of relevance under the Maryland Rules of Criminal Procedure, the Maryland Civil Rules, or the Federal Rules of Civil Procedure, etc.).
- Videos may be released at the direction of the Chief of Police without receipt of a formal request, except when prohibited by law
- Voluntary release of a video by the Department absent a formal request, does not preclude persons from making formal requests for release of the full video. NOTE: Formal requests will be handled in accordance with all applicable laws and Department policy
- At the discretion of the Chief of Police, an MVS recording of an incident in its entirety and without redaction may be viewed with the media subject to federal, state, and local laws governing disclosure of records, with the understanding that only the corresponding MVS recording posted to the Department's public-facing, official website will be provided.

This is for the purpose of transparency, clarity, and to assist the media in accurate and complete reporting of the incident.

Chief of Police

- Has the authority to modify any aspect of this policy to unilaterally release MVS video if immediate release is required for public safety, except where prohibited by law
- Has final authority regarding duplications, redaction, release, and deletion of MVS recordings

Public Release

Public release of MVS recordings in accordance with this policy may be delayed, redacted, edited, or in some cases, the Department may forego public release, in order to:

- Comply with federal, state, or local law governing disclosure of records or existing Department procedures
- Protect confidential sources and witnesses
- Protect the rights of the accused (i.e., protect the right to a fair trial)
- Protect the identity of victims of sexual assault, victims of domestic violence, and juveniles
- Protect the privacy, life, or safety of any person
- Protect the location of victims and/or witnesses

Absent a Formal Request

Absent a formal request, the Chief of Police may release videos of:

- Any high-profile incident that garners significant public interest or concern
- Any incident in which the Chief of Police determines the release of MVS recordings will help enforce the law, preserve the peace, protect people, and/or maintain order
- Positive actions/interactions involving Department employees

Release of MVS recordings will always:

- Be done in consultation with the prosecuting authority and/or legal counsel EXCEPTION: When videos are unilaterally released by the Chief of Police for public safety
- Balance privacy concerns, the need to comply with federal, state, and local public disclosure laws, full transparency, and the defendant's right to a fair trial

Officers who are significantly involved in a critical incident as defined in this section, or in any other incident deemed appropriate by the Chief of Police, shall be afforded the opportunity to review the MVS recording before it is publicly released.

In cases involving a fatal use of force, immediate family members of the decedent, as determined by the Department, will be afforded the opportunity to review the MVS recording before it is publicly released.

Prior to the release of MVS recordings, consideration will be given to privacy rights including an assessment of whether the MVS recording depicts:

- Interior places of residences and other places where there is a reasonable expectation of privacy
- Intimate or graphic images
- Images of a person receiving medical attention
- Images of a serious physical injury or a deceased individual

- The location of a domestic violence program
- Information that might reveal the identity of a victim of a sexual assault
- Images of juveniles
- Any other images/information that should not be released, as directed by the Chief of Police

MVS recordings will not be released for commercial, non-law enforcement, or non-journalistic purposes.

This policy is not intended to and does not create any rights, substantive or procedural, in favor of any person, organization, or party.

Released MVS recordings will be posted to the Department's public-facing, official website for 30 days, after which they may be removed.

The posted MVS recording:

- May include redactions of faces or other identifying information of involved parties
- May be a reflective sample and/or compilation of available MVS recordings
- Will be subject to all restrictions noted in this policy

16. Deletion of MVS Recordings

All requests for deletion of MVS recordings will be forwarded through the chain of command to the Chief of Police. The Chief of Police may consult with the prosecuting authority, legal counsel, and any other entity that the Chief of Police deems appropriate.

17. Audits

As directed by the Chief of Police, the Internal Affairs Division and MVU will conduct regular audits of MVS recordings. The Inspector General may conduct audits as they deem appropriate.

MVS Administrative Review

(CALEA 41.3.10.f)

Annually, the Department will conduct a command-level administrative review of the MVS program to assess:

- Policy
- Training
- Operational Practices

The review should ensure organizational integrity consistent with the Department's mission, values, and goals. The results shall be provided to the Chief of Police and FOP 89 for review.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- Annotated Code of Maryland, Public Safety Article, § 3-511
- Annotated Code of Maryland, Courts and Judicial Proceedings Article, § 10-402 (c)(11)
- Maryland Public Information Act, Annotated Code of Maryland, General Provisions Article, § 4-101, et seq.
- Maryland Annotated Code, State Government Article, § 6-602

References:

- Audits and Inspections Unit SOP
- Mobile Video Unit SOP
- Technology Integration Section SOP

27. OVERTIME
(June 2025)

I. POLICY

Compensation may be paid for authorized extensions of the workday. Professional staff and officers through the rank of Lieutenant are eligible for overtime compensation.

An officer working Secondary Law Enforcement Employment (SLEE) is not eligible to earn overtime compensation for incidents related to that employment to include court appearances.

II. CHECKLIST (N/A)

III. DEFINITIONS

County-Sponsored Overtime (AKA Overtime): Employment in which an employee is compensated by the Prince George's County Police Department for the performance of law enforcement duties rendered in support of a County agency sanctioned event or program (e.g., school athletic events, Northwest Stadium, MGM, BOP, CAST, and Division OT, etc.)

RollKall: Extra-duty management software application used to assist with coordinating secondary employment and County-sponsored overtime assignments (e.g., school athletic events, Northwest Stadium, BOP, CAST, and Division OT, etc.)

Secondary Law Enforcement Employment (SLEE): Any paid employment that results from being a Departmental employee and is not County-sponsored ***See*: VOLUME I, CHAPTER 18. SECONDARY (EXTRA-DUTY) EMPLOYMENT**

IV. FORMS

- Compensation Request Form (PGC Form #2757)

V. PROCEDURES

1. Rate & Type of Compensation

Sworn Employees

Officers may earn either pay or compensatory time for hours worked beyond their regular schedule. Increments of less than ½ hour are only compensable with compensatory time.

Overtime pay is calculated at 1½ times the employee's hourly rate for the actual time worked in ½ hour increments.

Compensatory time is credited at a rate of 1½ times the minutes worked. Officers must work at least three minutes of overtime to qualify for compensation.

Officers must actually work more than 86 hours in a pay period to earn FLSA overtime or compensatory time. County compensatory time is earned when the total hours worked during one pay period exceeds 80 hours. The number of hours worked is calculated by adding the number of hours actually worked to the number of hours of paid leave.

Professional Staff Employees

Employees represented by the PCEA are eligible for overtime after they have worked at least 30 minutes beyond the normal workday. After the initial 30 minutes, compensation is retroactive to when the employee began to work the overtime. Overtime pay is calculated at 1½ times the employee's hourly rate for the actual time

worked. Compensatory time is credited at a rate of 1½ times the time worked. Employees may elect to earn compensatory time or overtime pay.

Employees represented by the PCEA are eligible for FLSA overtime or compensatory time after working 40 hours in a workweek.

General schedule employees earn overtime and compensatory time with the following limitations:

- Prior approval must be obtained from the Chief of Police for employees in grades G21 through G24
- Employees in grades G25 and above must obtain prior approval from the County's Chief Administrative Officer

Neither pay nor compensatory time shall be paid to officers or professional staff as an incentive for performance in any circumstance. Nor shall undocumented leave awards be given as an incentive in any instance. Moreover, requests for awards and/or incentives shall be submitted through the appropriate chain of command in accordance with established procedures.

2. Personal Car Program Participants

Personal Car Program participants involved in off-duty incidents shall not receive overtime compensation for the first two hours. They may be compensated for work performed in excess of the two hours. Prior to the end of the initial two hours, the officer shall contact an on-duty supervisor, who shall, if practical, relieve the off-duty officer. If a supervisor determines operational considerations do not allow for the officer to be relieved by an on-duty officer, that supervisor shall sign the Compensation Request Form.

Officers not participating in the Personal Car Program may be compensated for their involvement in off-duty incidents, except for those resulting from SLEE.

3. Restrictions

Employees are prohibited from taking leave to work County-sponsored overtime.

Commanders/Managers are authorized to exempt employees from this restriction for operational necessity. An example would be a patrol officer requesting to work an overtime assignment at Northwest Stadium.

Off-duty employees are not eligible for compensation for the appearances at:

- Interview boards for transfer or promotion
- Promotional appeal boards
- Past performance appraisal (PPA) appeal boards

4. RollKall Procedures for County-Sponsored Overtime

Employees shall use the RollKall app to apply for County-sponsored overtime assignments. The RollKall app is also used to apply for Secondary Law Enforcement Employment (SLEE). ***See*: VOLUME I, CHAPTER 18. SECONDARY (EXTRA-DUTY) EMPLOYMENT** for the process and requirements for SLEE. Employees must complete the RollKall training before they are authorized to use the app. Employees must upload a facial photo as their RollKall profile photo.

During the initial sign-up period, employees can "Unapply" for jobs via the RollKall app by selecting the job in the "Applied Jobs" section of the "Find Jobs" tab. However, once an employee receives confirmation

from RollKall that they have been assigned to a job, the employee is responsible for the job. The employee can also find their assigned jobs in the Roll Kall app under the "Schedule" tab.

Employee's Responsibilities

If an employee is unable to work their assigned job, it will be their responsibility to "Call Off" the job via the RollKall app. If the employee has found a replacement, they should use the "Find Eligible Officer" option to search for the employee by name. If the employee does not already have a replacement, they should select "Remove if Replacement is Found" to find a replacement.

Until a replacement applies for the job, and it is reassigned to them on RollKall, the job is still the responsibility of the original employee. If the employee is unable to find a replacement, they are still required to work the assignment. Failure to appear for an assigned job will be considered a Failure to Appear (FTA).

Employees are required to clock-in and clock-out of each assignment within their assigned area via the RollKall app. RollKall requires geo-location while clocking in and out. Employees need to enable the phone's location services while the RollKall app is in use. RollKall does not provide locations during the entire shift, only at clock-in and clock-out. Employees must ensure they submit their timecard when clocking out at the termination of their overtime assignment.

Employee Responsibilities for Bureau of Patrol (BOP) Overtime

All Bureau of Patrol sponsored overtime, as stated in the job description, requires officers to report to roll call at the Division station of the overtime assignment at the beginning of the shift in the authorized uniform and possessing all required equipment. Officers shall remain within the assigned Division for the entirety of the shift, unless they have an arrest, are reassigned to assist with a critical incident, or other operational needs.

If the officer is held over past the original end of shift time and the system has already clocked them out automatically, the officer is still required to submit the timecard when their shift ends. When submitting the timecard, the officer shall change the hours to reflect the actual hours worked, to include the extra time, and note the reason and case number in the notes section of the timecard.

Failure to Clock-in, Clock-out or use the RollKall App

Any employee who refuses to use the RollKall app or fails to clock-in shall be immediately removed from their overtime assignment and sent home.

Employees who do not clock-in and out in the app and submit their timecard when clocking out will be removed from working overtime assignments for 30 days. This includes instances when the employee neglects to clock-out at the end of their shift, which initiates a system automatic clock-out.

Failure to clock-in and clock-out within the designated area stated in the job listing in the RollKall app will be considered an FTA.

Failure to Appear – Penalties

The following actions will be taken for FTAs occurring within a 120-day period:

- First offense – A warning will be issued
- Second offense – Suspension from working all voluntary overtime assignments for 30 days
- Third offense – Suspension from working all voluntary overtime assignments for 60 days
- Fourth offense – Suspension from working all voluntary overtime assignments for 90 days

If an employee is removed from working voluntary overtime, the employee will be removed from all voluntary overtime assignments in RollKall during the suspension period and the ability to apply for overtime assignments will be temporarily revoked for the duration of the suspension period. Prior to removal from voluntary overtime, the employee may request that the coordinator of the job assignment conduct a review of the FTA for accuracy.

Failure to Appear Exceptions

During exigent or unusual circumstances Departmental employees may be required to work overtime as part of their regular shift or report to duty during off-duty days. If these types of circumstances occur, and the employee does not have sufficient time to "Call off" the job via the RollKall app or "Find an eligible officer" they will not be considered FTA.

As soon as reasonably possible the employee shall make notification to the coordinator of the job through the RollKall app of the special circumstances that prevented them from reporting for the assignment.

Supervisor's/Commander's Responsibilities

Supervisors/Commanders must have a RollKall account activated. This applies even if the Supervisor/Commander does not work County-sponsored overtime or SLEE. Supervisors who do not work RollKall assignments are not required to upload a facial photograph as their profile photo.

Supervisors/Commanders will use the RollKall app to:

- Approve or disapprove their subordinates' request to work County-sponsored overtime
- View subordinates' County-sponsored overtime

5. School Athletic Events

Officers working overtime at athletic events shall report to the event's coordinator or school principal 15 minutes before game time. Officers shall remain until the crowd and traffic has dispersed.

Off-Duty Assignment

Officers working athletic events for the Prince George's County School Board while off-duty shall receive three hours of overtime pay. The officer is compensated for additional time if the assignment extends past three hours.

Officers shall submit a Compensation Request Form for three hours when an event is cancelled or modified without prior notification to the Department.

On-Duty Assignment

When an on-duty officer is assigned an athletic event, the Prince George's County

School Board will reimburse the Department an amount equal to three hours (or more for extended events) of their pay. If events extend past officer's normal tours of duty, they shall complete both the School Athletic Event section of the Compensation Request Forms, and a separate Overtime Compensation Request Form.

The total time on the two forms must equal three hours or more. The officer will be compensated with overtime pay for the off-duty portion of the event.

The officer must explain claimed hours beyond the initial three on the reverse of the form.

6. Holiday Compensation

Compensation for holidays will be in accordance with negotiated labor agreements. An employee on any type of authorized leave during an observed holiday will be placed on holiday leave for that day.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 22.2.5

Governing Legislation:

- Personnel Law, Section 16-139
- Personnel Law, Section 16-219
- Federal Fair Labor Standards Act (FLSA)

Reference:

- Negotiated Labor Agreements
- Prince George's County Administrative Procedure 590

28. PERFORMANCE APPRAISALS

(July 2026)

I. POLICY

The Department's Past Performance Appraisal Process has three main objectives.

The first is to provide a basis for fair and impartial measurement of personnel in terms of their individual responsibilities as well as their day-to-day performance.

The second objective is to afford Supervisors an opportunity to direct and maintain efforts designed to improve individual performance, as well as to identify needs and formulate training to benefit the Department as a whole.

The third objective is to recognize individual performance and provide standardized and documented information to facilitate such personnel decisions as promotion, transfers, disciplinary action, and retention of probationary personnel.

It is the policy of the Department that the performance of all personnel will be evaluated no less than annually.

II. DEFINITIONS

Appointing Authority: A person authorized by law to select, remove, and otherwise discipline and direct employees, including heads of agencies, departments and offices

Performance Appraisal: An objective and comprehensive evaluation of an employee's job-related performance over a specific period of time and based on criteria unique to the employee's position. The comprehensive evaluation is documented on the Past Performance Appraisal Form

Permanent Status: Status that a probationary employee receives when they have completed the entire probationary period and received at least "satisfactory" as the overall rating on the performance appraisal

Position Description: Prince George's County Form #544 that outlines the specific tasks, responsibilities, and expectations associated with an employee's position as well as indicates the associated percentages and weight for a position

Probationary Period: Beginning on an employee's first day on the job and ending when the employee is granted permanent status, a period of time when the employee's performance is closely monitored and coached

III. CHECKLIST (N/A)

IV. FORMS

- Employee Skills & Information Sheet (PGC Form #3236)
- Employee Incentive Awards Program, Nomination Award Form (PGC Form #4009)
- Past Performance Appraisal Form (PGC Form #854)
- Past Performance Appraisal Memo for Employees with Multiple Supervisors
- Performance Assessment Form (PGC Form #2247)
- Position Description (PGC Form #544)
- Personnel File Access and Receipt Form (PGC Form #4168)

V. PROCEDURES

(Administrative Procedure #217)
(Personnel Law, Section 16-182-185)

The Past Performance Appraisal (PPA) and Performance Assessment Form are used to

evaluate an employee's performance based on duties described in the employee's Position Description. Performance Appraisal documents and meetings are confidential; therefore, Supervisors shall not discuss an employee's appraisal with any other employee for whom a signature is not required for the PPA. Should an employee dispute their PPA and file a grievance, the Supervisor(s) may discuss the contested PPA with a representative of the employee's labor organization.

Supervisors shall prepare a PPA at least ten days before the rated employee's promotion, demotion, transfer, or anniversary date, provided they supervised the employee for at least 90 calendar days. PPA reviews with employees shall be done in a private setting to ensure confidentiality. Meetings shall be scheduled at a reasonable time and location.

The appraisal shall cover the period of supervision beginning with the end date of the previous appraisal. Appraisals are to be based solely on the employee's performance during the PPA period.

In accordance with Personnel Law, the Chief of Police has delegated authority of final review of employee PPAs to all Command Staff members.

1. Anniversary Appraisals

(CALEA 35.1.2)

Personnel Law provides that on an employee's anniversary date, they will advance to the next step in the salary grade if the Chief of Police certifies that the employee's performance has been at least satisfactory. When evaluating an employee for anniversary increase eligibility, the Supervisor shall complete the Anniversary Merit Increase section of the PPA as follows:

- If the employee's overall work performance is at least satisfactory and the employee is not already at the maximum step in grade, the Supervisor shall check the "Approved" block
- If the employee's overall work performance is less than satisfactory, the Supervisor shall check the "Not Approved" block
- If the employee is not eligible for any reason, the Supervisor shall check the "Not Applicable" block

An employee who has been on approved leave during an appraisal period shall be evaluated for performance demonstrated while working. Employees shall not be penalized for being on approved leave. When an employee has been rated "Improvement Needed," the Supervisor shall conduct a follow-up appraisal three months from the original anniversary date. The employee's performance will be reevaluated using a PPA Form.

If the employee's performance has improved to at least a "Satisfactory" level, the employee shall be granted a merit increase, if applicable. This merit increase will be effective the first full pay period following the appraisal. It will not be retroactive to the employee's anniversary date.

If at the time of the annual performance appraisal the employee received a performance-related disciplinary action (pay reduction or demotion), the disciplinary action may be rescinded, and the employee returned to their former position and/or pay rate. The employee is not, however, eligible to receive a merit increase for that appraisal.

Employee Skills & Information File

To ensure the accuracy and currency of employee information, each employee shall

complete a PGPD Employee Skills & Information Sheet, which will be maintained at the Police Personnel Division (PPD) and their current assignment location.

Employees shall complete an updated form under the following circumstances:

- Annually, during the employee's Past Performance Appraisal Evaluation
- Within 30 days of a new assignment or transfer
- Whenever there are changes to the employee's name, address, telephone number, or emergency contact information

2. Probationary Appraisals

Sworn Employees

The probationary period for officers is 12 months, beginning on the date of graduation from the Training & Education Division.

Probationary officers under FTO supervision shall be evaluated in accordance with FTO Program procedures.

Civilian Employees

(Administrative Procedure #213)

The probationary period for civilian personnel varies with the position in accordance with Administrative Procedure #213.

Supervisors shall review all civilian probationary employees every quarter and at the midpoint of the probationary period. Supervisors shall provide probationary employees feedback and recommendations for performance improvement. The quarterly and midpoint-review meetings shall be documented on a PPA and Performance Assessment Form and signed by the employee and Supervisor.

The reviewer's Commander will:

- Give a copy of the form to the employee following signature of the PPA
- Place a copy in the employee's District/Division personnel file
- Forward the original to the Police Personnel Division (PPD) for processing

Additional Performance Assessment Forms may be provided to give the employee maximum opportunity to receive performance feedback before the probationary period expires.

Permanent Status Approval

Supervisors shall prepare a final PPA for each subordinate at least ten working days before the expiration of the probationary period.

Permanent status shall be approved when the employee's overall performance is Satisfactory or above. If the overall performance rating is less than satisfactory, the employee may be subject to discipline by step reduction, demotion, dismissal, or the probationary period may, in very limited instances, be extended.

Extension of Probationary Period

(Personnel Law Section 16-172, Administrative Procedure #213)

The Chief of Police may request approval from the Director, Office of Human Resources Management (OHRM), Employee Services and Labor Relations (ESLR) Division to extend an employee's probationary period subject to all of the following:

- The request must be made at least 30 days before the employee's probationary period expires
- The employee must have been absent from the position and on approved leave (due to circumstances beyond the employee's control) for a substantial period of time during the probationary period
- The request must be written and state the specific facts and circumstances justifying the extension
- The Chief of Police must believe a proper appraisal of the employee's performance cannot be reasonably made before the employee's probationary period expires
- The Chief of Police must recommend an extension period equal to the period of the employee's absence, with a maximum period of six months
- Both the Chief of Police and the employee must sign the extension request

If the employee refuses to consent to the extension, the Supervisor (with the Chief of Police's consent) shall attempt to evaluate the work performed by the employee.

3. Position Description - Past Performance Appraisal Preparation

(CALEA 21.2.2)

The Position Description lists all critical tasks/duties performed by an employee. The Supervisor and employee must review and, if necessary, revise the Position Description during the annual performance appraisal.

The Supervisor shall ensure the criteria used to evaluate the employee are specific to the employee's current tasks/duties.

The Supervisor shall assign an overall appraisal rating, which accurately reflects the employee's performance during the rating period. These factors should be considered when rating each task/duty:

- Time spent completing the task relative to the whole job
- Task criticality
- Expertise with which the employee performs the task

The employee should be issued and required to sign a new Position Description at the time of the annual performance appraisal, regardless of whether any changes have been made to the Position Description. The employee's signature shall serve as documentation that the Position Description was reviewed. Class specifications for job positions are available at https://www.governmentjobs.com/careers/pgc/classspecs.

If an employee is assigned significant additional duties/tasks, the Supervisor shall revise the Position Description accordingly and review it with the employee within 30 calendar days of the revision.

Commanders/Managers shall ensure that each newly assigned or transferred employee under their command receives and reviews a Position Description within 30 calendar days of the employee's assignment.

When an employee is being rated and their tasks include the appraisal of subordinates, this shall be reflected in the Position Description. The person rating the supervising employee shall evaluate the quality of such appraisals as part of the PPA.

4. Past Performance Appraisal (PPA) Review

Review of PPA prior to employee meeting

The Supervisor shall complete the PPA rating form and assessment form and forward a hardcopy for review to their Supervisor (Lieutenant/Captain or equivalent). The reviewer shall sign the hardcopy and forward it to the Commander/ Manager.

The Commander/Manager shall sign the PPA hardcopy, and job description as the appointing authority. Once signatures are obtained the hardcopy of the PPA is returned to the Supervisor.

In order to maintain confidentiality of PPA hardcopies, the PPA transmittal envelope may be used, but is not mandatory.

Appraisal Modification

If the reviewer disagrees with any part of the appraisal, they may identify and justify proposed changes on a separate paper and attach it to the appraisal.

The reviewer shall discuss these comments with the Supervisor before submitting the appraisal to the next level of command. This will enable the Supervisor to comment on proposed changes.

The reviewer's Commander/Manager may modify the performance appraisal after considering all submitted comments. The Commander/Manager may request additional information or meetings when necessary. Any changes that are made to the PPA must be discussed with the employee.

Supervisor and Employee Review

The Supervisor and employee shall conduct a joint review of the proposed ratings for each task/duty, current Position Description, and PPA as part of the performance appraisal process. The review shall include:

- Clarification of duties and responsibilities
- Discussion of objectives and long-range goals
- Recognition of high-quality work performance
- Resolution of problems and misunderstandings, and suggestions for improvement
- Review of the knowledge, skills and abilities required within the employee's position
- Discussion of the employee's career development, with attention to knowledge, skills, and abilities required for positions considered by the employee
- Review of any training completed by the employee during the rating period, including verification that the employee completed all MPCTC-mandated training
- Overview of government-conducted and other educational opportunities available to the employee

With the employee's concurrence, the PPA may be finalized on the discussion date. If the employee disagrees with the PPA, the employee shall inform the Supervisor at the time of review. The Supervisor shall wait five working days following the discussion, to allow the employee to include written comments, to finalize and sign the appraisal.

During this five-day period, the employee may submit written comments to the Supervisor. Upon receipt of such comments,

the Supervisor shall attach the comments to the appraisal and may:

- Attach their own additional written comments addressing the employee's comments
- Modify the proposed ratings based on the employee's comments

Signing the Appraisal Form

Upon completing the previous procedures, the Supervisor shall sign the form.

The employee must sign and date the form in applicable places, acknowledging that appraisal and Position Description discussions were conducted. The signature does not indicate agreement with the content. There is a block for the employee to check if they wish to indicate agreement with the appraisal.

The next person in the Supervisor's chain of command will review the documents, checking for consistency and fairness. After review, they shall sign the form and forward it to the next level of command.

The level of command immediately above the reviewer shall review the PPA, Performance Assessment Form and Position Description, placing their signature in the "Appointing Authority Signature" block. After signing, that Commander shall forward the Position Description and the original copy of the PPA to the Commander/ Manager, Police Personnel Division (PPD).

Supervisor's Responsibilities For Completed PPA Forms

The Supervisor will save the PPA as a PDF document and forward the signed PPA, Performance Assessment Forms, Position Description, Employee Skills & Information Sheet, any attached comments and any Exemplary Performance Award Nomination Forms with attachments, to PPD at Police_PPA@co.pg.md.us. A copy of the PDF PPA shall be given to the employee

The original PPA shall be placed in the employees District/Division file.

5. Past Performance Appraisals by Multiple Supervisors

When an employee has been supervised for at least 90 calendar days during an appraisal period by a Supervisor who subsequently changes jobs, that Supervisor shall evaluate the employee before leaving. A PPA should be completed within 30 calendar days of a change of Supervisors.

Each performance appraisal should identify the number of months a rater supervised the employee.

Multiple appraisals are maintained in the employee's Departmental personnel file until the end of the rating period.

When an employee receives two or more performance appraisals due to multiple Supervisors, the Supervisor's Commander/ Manager shall establish the overall performance appraisal for that rating period. The Past Performance Appraisal Memo for Employees with Multiple Supervisors shall be completed and included with the PPA.

6. Performance Assessment Form

The Performance Assessment Form may be used to document specific acts or a pattern of behavior. It may also be used to document:

- Above-average performance not necessarily warranting a higher honor

- Below-average performance not necessarily warranting more severe disciplinary action
- Performance review sessions
- Probationary employee appraisals, except the final probationary appraisal

When assigning overall appraisals of other than satisfactory, Supervisors shall submit a Performance Assessment Form with the PPA. Justification for the higher or lower overall appraisal must include specific, objective examples of work performance. Reviewers and their Commanders/Managers shall use this form to justify finalization of the appraisal. Commanders/Managers shall ensure justifications are specific and task-related, not general statements about the employee's personal qualities.

7. Employee Review

Supervisors shall meet with each subordinate at the beginning of each rating period for a review session. Such sessions shall include:

- Attempts to resolve problems or misunderstandings
- Current and new objectives
- Explanation of rating criteria
- Identification of performance standards for the subsequent appraisal period, along with expected performance levels
- Review of position duties/tasks

Supervisors may review subordinates' performance at any time as necessary. Supervisors should conduct, at minimum, an appraisal session with each subordinate at least midway in the appraisal year. Whenever a Supervisor deems an employee's overall performance unsatisfactory, the Supervisor shall advise the employee in writing via a Performance Assessment Form or memorandum. This notification shall list actions to be taken to bring performance to an acceptable level. Whenever possible, the notification shall be provided to the employee no less than 90 days before the end of the current rating period. If the unsatisfactory performance occurs less than 90 days before the end of the current rating period, the notification shall be provided to the employee as soon as possible.

Performance Assessment Forms completed as a result of such sessions are not official performance appraisals and, as such, are not grievable.

8. Retention of Forms

(Administrative Procedure #262)

Retention of Past Performance Appraisal Forms

The Department shall maintain a copy of completed PPAs in the employee's file where the employee is currently assigned. When the employee is transferred to a different assignment within the Department, the employee's former Commander/ Manager shall ensure that the employee's file is promptly sent to the employee's new Commander/Manager. Files pertaining to employees shall be maintained securely and in accordance with Prince George's County Administrative Procedure #262. ***See below:*** **10. Maintenance of Personnel Files**.

Retention of Performance Assessment Forms

The contents of a Performance Assessment Form cannot be grieved or appealed. The Supervisor shall review the assessment with the employee and, at their discretion, maintain records of such reviews. The Supervisor will retain Performance Assessment Forms prepared between official

PPAs. If the conduct or performance described in the form is not an issue at the time of the official performance appraisal, the Supervisor shall remove the form from their records.

If the conduct described in the Performance Assessment Form is not corrected and is an issue at the time of the official appraisal, the Supervisor should incorporate the content of the assessment forms with the performance appraisals. The Performance Assessment Form may also be referenced and attached to the performance appraisal.

Once the Performance Assessment Form has been used as documentation for a past appraisal, it shall be removed from the employee's personnel file.

Official actions resulting from the assessment review session and information included in the official PPA may then be grieved and appealed.

9. Grievance & Arbitration

Personnel Law defines a grievance as a complaint alleging that an act by the employee's Supervisor, Chief of Police, or County Personnel Officer is unfair, inequitable, arbitrary, capricious, or illegal.

An employee having a grievance relating to any matter affecting employment is guaranteed the right to pursue that complaint. Employees shall follow instructions for the grievance process as established in the appropriate negotiated labor contract. Employees not covered by a labor contract shall follow instructions for the grievance process established in Personnel Law.

Responsibilities of the Chief of Police

The Chief of Police coordinates grievance procedures for the Department. The Chief of Police also provides notifications to appropriate components to change written directives in order to conform with legal decisions or submits information for inclusion in training bulletins or in-service training sessions.

The Chief of Police ensures distribution of information regarding decisions of administrative and judicial proceedings.

Monitoring Unsettled Grievances

When the Chief of Police is unable to resolve a grievance that has not been settled at Step 3 of the established grievance procedures outlined in negotiated labor contracts, the Chief of Police shall maintain contact with the appropriate labor organization and monitor its progress to conclusion.

Grievance of Anniversary Appraisal

(Personnel Law, Section 16-200)

Employees covered by collective bargaining agreements shall pursue grievances consistent with the terms of their current contract. Employees not covered by collective bargaining agreements shall pursue grievances in conformance with current County personnel law.

An employee with permanent status may grieve the denial of a merit step increase or may grieve the finalized performance appraisal according to procedures outlined in Personnel Law, Section 16-200, or the appropriate negotiated labor agreement.

Duties of Commanders/Managers in the Grievance Procedure

When a Commander/Manager receives a grievance, they shall obtain a grievance case number from the Internal Affairs Division (IAD).

When a grievance progresses to, or commences at, Steps 2 or 3 for officers through the rank of Lieutenant, and civilians, the receiving Commander/ Manager shall ensure the written grievance contains the following information:

- Facts of the grievance
- Description of the specific act and harm done
- Remedy or adjustment sought

The Commander/Manager shall prepare a written notice to the griever acknowledging receipt of the grievance, and the date and time received. They shall provide copies of the notice to the Chief of Police and the labor organization representing the griever.

Grievance Summaries

When a grievance is satisfactorily resolved at Step 3 or below for police officers through the rank of Lieutenant and steps 1 or 2 for civilians, the Commander/ Manager who resolves the grievance shall submit a written summary of the grievance to the Chief of Police.

If the Chief of Police is the adjudicator, they shall execute a summary and maintain it.

Grievance summaries shall contain the following:

- Affirmations or denial of the allegations
- Analysis of the grievance
- Description of the specific wrongful act and harm done
- Type of remedy or adjustment made

Copies of all written material pertaining to the grievance, including the resolution, shall be sent to the IAD.

Maintenance of Grievance Summaries

The Chief of Police shall collect and maintain records of all grievances for three years, then forward them to the Records Section for disposition. All such files will remain secure in the Office of the Chief with access limited to the Chief of Police or their designee.

Analysis of Grievance Records

No later than February 1 of each calendar year, the Chief of Police or a designee shall compile an analysis of all employee grievances submitted during the previous calendar year. The analysis shall:

- Identify Departmental procedures that may cause grievances and recommend changes to avoid the recurrence of similar grievances
- Ensure that the statistical analysis identifies the total number of grievances, total number of grievances settled at each step, District/Division breakdown of grievances

The Chief of Police shall forward a copy of this analysis to the elected president of each labor organization.

10. Maintenance of Personnel Files

(Administrative Procedure #262)

Personnel files for each employee shall be maintained at the District/Division level. Employees not assigned to a specific District/Division shall have their files maintained by the ranking officer in their component. Files shall be kept in a location having assured confidentiality and limited access

Police Personnel Division (PPD) Responsibility

The Commander/Manager, PPD, is the Department's coordinator to the County Office of Personnel and Labor Relations, Employee Services Division. The Commander/Manager, PPD shall maintain a current list of designated Departmental files custodians.

Commander's/Manager's Responsibilities

Commanders/Managers shall protect the confidentiality of the files and:

- Appoint a District/Division file custodian and notify the Commander/ Manager, PPD, of their identity
- Ensure a Personnel File Access and Receipt Form is attached to the inside front folder of each file
- Maintain the files in locked cabinets, located in or adjacent to their offices
- Perform an annual check of the file to ensure proper contents

File Transfers

Upon transfer of an employee to a new assignment, the Commander/Manager or file custodian (and no other) shall seal the employee's personnel file and personally deliver the file to the Commander/Manager or file custodian of the new assignment. The employee who transfers the file shall note their name, date and time of transfer on the receipt portion of the Personnel File Access and Receipt Form.

Accessibility

Access to the personnel files is limited to the following:

- Administrative Hearing Board (AHB) members
- Chief of Police
- Assistant Chief of Police
- Commander/Manager
- Assistant Commander/Manager
- File custodian
- Employee's Supervisor
- Internal Affairs Division
- Persons authorized by law or Administrative Procedure #262
- The employee

Persons accessing files shall complete a review entry in the Personnel File Access and Receipt Form. Exceptions are:

- The employee
- Designated file custodians

Court order for access to Department files shall be directed to the Office of Law.

File Contents

Departmental personnel files shall contain:

- Emergency notification information (contained on the Employee Skills & Information Sheet)
- Employee Action Notifications
- Personnel Information Document
- Letters of commendation and awards
- PPAs and associated forms

Departmental personnel files may contain:

- Copies of workers' compensation forms
- Certificates of training
- ID photographs

Departmental personnel files shall not contain:

- Finalized disciplinary actions or reports relating to finalized disciplinary actions
- Reports of investigation
- Disciplinary recommendations or actions
- Non-finalized disciplinary actions (after a reasonable period and if the employee requests removal)
- Written reprimands other than those associated with PPAs or documentation establishing a case for a pending disciplinary action

Employment Verification

Verification of employment and salary shall be referred to OHRM, Employee Services and Labor Relations Division.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- Administrative Procedure #213
- Administrative Procedure #217
- Administrative Procedure #262
- Personnel Law Section 16-172
- Personnel Law, Section 16-182-185
- Personnel Law, Section 16-200

Reference:

- Negotiated Labor Agreements

29. PERSONNEL ALLOCATION
(December 2016)

I. POLICY

The efficient distribution and allocation of Departmental personnel maximizes resources and encourages the equalization of workload among and within organizational components. To manage this process, it is the Department's policy to allocate personnel to and distribute them within all organizational components in accordance with documented periodic workload assessments.

II. CHECKLIST (N/A)

III. DEFINITIONS

- **Workload Assessment:** A comprehensive evaluation of the total sum of cases or other measurable activities occurring within a given area or time period

- **Sector:** A large geographic area typically broken into 7 beats, to which a squad of officers are assigned, and in which they work with community members to respond to calls and problem-solve

- **Beat:** Smaller geographic area with a single officer assigned

IV. FORMS (N/A)

V. PROCEDURES

1. Chief of Police Authority & Responsibilities

(Prince George's County Code, Section 18-144)

The Chief of Police is authorized, pursuant to the provisions of Section 18-144 of the County Code, to:

- Create and maintain bureaus and divisions as are necessary for the proper functioning of the Department, subject to the approval of the County Executive
- Assign by order competent sworn or civilian employees of any rank or classification which the Chief of Police deems proper to command and administer the Bureaus and Divisions
- Assign commissioned officers, non-commissioned officers, and other officers to such duties as the Chief of Police deems proper for the efficient functioning of the Department, unless such assignments are otherwise established in accordance with law
- Direct the transfer of any Department employee from one area to another or from one Bureau or Division to another, unless such direction is otherwise limited in accordance with law

Commander/Manager Responsibilities

Each Commander/Manager shall compile monthly statistics reporting the activities for all organizational components within their respective commands. The statistics are the basis for the Annual Distribution Analysis and Workload Assessment.

Commanders/Managers shall conduct this assessment for all personnel, except those assigned to patrol squads, and shall forward their assessments to their Deputy Chief.

2. Deputy Chief's Responsibilities

Each Deputy Chief shall conduct an annual assessment of their bureau's staffing levels, as well as the distribution of their personnel.

These assessments shall be based upon the Distribution Analysis and Workload Assessments and an examination of available Departmental staffing.

If the annual assessment identifies a need for adjustments, the Deputy Chief shall make those adjustments accordingly. If the assessment identifies a disproportionate allocation of personnel to the bureau itself, the Deputy Chief shall submit corrective recommendations to the Chief of Police, via their Assistant Chief.

Quarterly Review by Bureau of Patrol (BOP)

The Deputy Chief, Bureau of Patrol (BOP), shall conduct a quarterly review of all patrol squads and order immediate redistribution if appropriate. The Deputy Chief, BOP shall consider each of the following:

- Number of incidents for each district, sector and reporting area
- Number of incidents for each watch
- Hourly distribution of incidents

3. Workload Assessment – Patrol Squads

The Planning and Research Division shall assist the BOP with conducting periodic workload assessments for patrol squads.

4. Departmental Staffing

Supervisors shall ensure adequate staffing by changing work schedules or assignments, bearing in mind that continuity of assignment is essential to community policing. The following components will provide 24-hour staffing:

- Bureau of Patrol
- Canine Section
- Criminal Investigations Division
- Regional Investigation Division

Patrol Assignments

The assignment of officers to patrol squads will be based on need and operational necessity. In the last few weeks prior to the graduation of a basic training class, the Training and Education Division (TED) will provide the BOP with the number of County student officers scheduled to graduate. BOP will determine, based on operational necessity, where the student officers will be assigned. After the determination is made, the BOP will provide TED with a breakdown of student officers to be assigned to each District Station.

Supervisors shall ensure that minimum staffing is maintained in each sector. They shall also ensure that assignments are made in a manner that evenly distributes the workload among available personnel.

Ordinarily, beat boundaries shall be used for this purpose, but any geographical adjustment may be made when operational factors render beat boundaries unsuitable for determining personnel distribution. The following are examples of such factors:

- Staffing
- Time of day
- Crime patterns
- Calls for service
- Sector geography

Supervisors shall continuously monitor conditions throughout their assigned sector during the tour of duty. They shall reallocate personnel when necessary.

Supervisors shall normally consider the rank, seniority and desire of their officers when making assignments, however,

operational efficiency shall take higher priority. The following factors outweigh personal accommodations:

- Experience
- Knowledge of area
- Unique skills of certain officers
- Compatibility of officer pairings

Supervisors will normally assign an officer to a beat for a sufficient time to gain a working knowledge of its demography, geography, crime elements and hazards. The supervisor may rotate beats based upon:

- Staffing
- Job enrichment of the officer
- Training or operational needs

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- Prince George's County Code, Section 18-144

Reference:

- Negotiated Labor Agreements
- Standard Operating Procedures, Patrol Districts

30. PERSONNEL INSPECTIONS
(March 2023)

I. POLICY

It is the policy of the Department to ensure that its employees conform to the uniform, grooming, and equipment standards established by the Chief of Police. It is the responsibility of police supervisors to ensure that each of their subordinates is properly equipped and fit for duty because it is critical to the safety of their subordinates and essential to effective police service. To measure conformance, supervisors shall conduct regular personnel inspections.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

IV. FORMS

- Report of Personnel Inspection (PGC Form #4148)
- Firearms Inspection Report (PGC Form#5180)
- Vehicle Inspection (PGC Form #396)
- MVS/MDC Inspection/Malfunction Report (PGC Form #4621)
- Body Armor Inspection Report (PGC Form #4373)
- Performance Assessment Form (PGC Form #2247)

V. PROCEDURES

1. Supervisory Inspections

To ensure compliance with directives, supervisors shall:

- Conduct personnel inspections as necessary
- Conduct formal personnel inspections as required

Supervisors shall conduct employee/equipment inspections at the following intervals:

Weekly
- Handguns
- ASP
- OC

Monthly
- Uniforms and grooming standards
- Patrol rifles
- Assigned vehicles
- Mobile Video System (MVS), to include a random review of video footage
- Mobile data computer (MDC)
- Animal Restraint Poles

Semi-annually (January and July)
- Body Armor
- General Order Manuals
- Drivers' licenses
- Warrant check

Supervisors may conduct inspections as frequently as needed but are required to conduct them at the minimal intervals listed.

Submission & Retention of Inspection Forms

All inspections shall be documented on the appropriate form or memorandum, as required. Supervisors shall submit completed inspection forms and memorandum to their Commander/Manager by the fifth day of the succeeding month. Commanders/Managers shall maintain inspection documents for one year, after which they may be destroyed.

2. Weapons Inspections

Handguns

Supervisors shall inspect their subordinates' issued and/or authorized handguns weekly and document the results on the Report of Personnel Inspection Form.

Supervisors shall inspect firearms in accordance with the techniques taught at the firearms range. They shall visually inspect the firearm for:

- Cleanliness
- Accessible moving components
- Proper lubrication

Supervisors shall also inspect the magazines and ammunition to ensure that they are in good condition.

Patrol Rifles

Supervisors shall inspect subordinates' patrol rifles monthly, in accordance with the techniques taught at the firearms range. Inspections of these weapons shall be documented on the Firearms Inspection Report.

Expandable Tactical Batons (ASP)

Supervisors shall inspect their subordinates' issued and/or authorized ASP baton weekly. The results of the inspection shall be placed on the Report of Personnel Inspection Form.

Inspections of the ASP baton are conducted following guidelines established by the Training and Education Division (TED) and include visual inspection for:

- Proper functioning of the baton and the presence of integral components
- Stress fractures along the baton's two telescoping shafts
- Unauthorized modifications or markings

Supervisors shall ensure that subordinates are not lubricating their ASP batons.

When a supervisor determines that an ASP baton is defective or otherwise does not operate properly, the officer shall not carry that device. Instead, the supervisor shall take custody of the device and contact TED to arrange for the officer to obtain a replacement.

Oleoresin Capsicum Aerosol Devices (OC)

Supervisors shall inspect subordinates' issued OC devices weekly and document the results on the Report of Personnel Inspection Form.

Inspections of OC devices are conducted following guidelines established by TED.

An officer possessing a damaged, malfunctioning, or expired OC device shall notify their supervisor as soon as practical.

When an inspecting supervisor believes there is insufficient liquid in the OC container or the device is defective, the supervisor shall take custody of the device and contact TED to arrange for the officer to obtain a replacement.

ASP or OC Device Taken Out of Service

For each ASP or OC device taken out of service (for any reason), supervisors shall submit a memorandum, via the Chain of Command, to:

- Commander, TED

- Manager, Fiscal Management Division (FMD)

This memorandum will indicate the date and reason the device was taken out of service, and the name, ID number, and assignment of the officer to whom the device was issued.

3. Uniform Inspections

At least monthly, supervisors of uniformed officers shall formally inspect their personnel and document those inspections on the Report of Personnel Inspection Form.

The manner and method of inspection shall be consistent with the techniques taught by TED.

4. Vehicle Inspections

At least monthly, supervisors shall inspect each subordinate's assigned vehicle for the following:

- Cleanliness
- Engine fluid levels
- Required equipment
- Compliance with directives dealing with Departmental vehicles
- Prohibited equipment or items
- Preventive Maintenance (PM) has been completed and the vehicle is current with its maintenance schedule

When a supervisor finds a violation, they shall order the employee to immediately correct the violation or remove the item.

Supervisors shall complete a Vehicle Inspection Form for each vehicle inspected. The inspection form can be completed as a paper document or in the Department's onboard vehicle telematics web portal. **(*See*: VOLUME I, CHAPTER 10. DEPARTMENTAL VEHICLES, Section 2. Onboard Vehicle Telematics Devices)**

Mobile Video System & Mobile Data Computers

At least monthly, supervisors shall inspect the mobile video system (MVS) and mobile data computer (MDC) in each subordinate's assigned vehicle to ensure that they are functioning properly. Inspection of the MVS shall also include a random review of the officer's video footage.

MVS and MDC inspections shall be documented on the MVS/MDC Inspection/Malfunction Report.

For information, ***see:*** **VOLUME I CHAPTER 25. MOBILE DATA COMPUTERS (MDC),** and **VOLUME I, CHAPTER 26. MOBILE VIDEO SYSTEMS (MVS).**

5. Body Armor

Supervisors shall routinely inspect subordinates to ensure that they are wearing body armor as required. When a violation is observed and disciplinary action is warranted, officers shall be charged with "*Failure to wear required body armor*," a Category I uniform violation.

Supervisors shall conduct a thorough inspection of all subordinates' issued body armor each January and July. Supervisors shall complete a Body Armor Inspection Report for each subordinate.

Supervisors shall refer officers with improperly fitting or damaged issued armor to the Clothing and Supply Unit for replacement.

Officers with poor-fitting or damaged privately purchased armor shall be ordered to wear issued armor instead.

6. General Order Manual

Each January and July, supervisors shall document that each subordinate has an up-to-date GOM in either paper or electronic form.

7. Driver's License

Each January and July, supervisors shall conduct a computer check for driver's license validity for all employees who have access to Departmental vehicles. The supervisor shall document the results of each license check on a memorandum.

8. Warrant Check

Each January and July, supervisors shall conduct a computer check for warrants for all employees. The supervisor shall document the results of each warrant check on a memorandum.

9. Deficiencies Identified Through Inspection

Supervisors shall notify subordinates of deficiencies found during inspections and direct them to make appropriate corrections. Deficiencies may be noted informally or documented on a Performance Assessment Form.

Supervisors shall ensure compliance via a follow-up inspection. When prompt correction is not made, supervisors may take or recommend disciplinary action.

VI. GOVERNING LEGISLATION & REFERENCE

N/A

31. POSITION VACANCIES & TRANSFERS

(December 2024)

I. POLICY

It is the Department's policy to provide equal opportunities for all employees to expand their careers into specialty areas within the agency. The Chief of Police reserves the right to transfer, permanently or temporarily, any employee, and may staff any unit based on operational necessity.

II. CHECKLIST (N/A)

III. FORMS

- Transfer Request Memorandum (PGC Form #5065)
- Position Description (PGC Form #544)

IV. DEFINITIONS

Temporary Duty Assignment (TDY): Placement of an employee, on an interim basis, to a position different from their permanent assignment

V. PROCEDURES

1. Announcement of Position Openings

Commanders/Managers requesting a replacement for a position vacancy will establish and coordinate the qualification and application criteria with the Commander/Manager, Police Personnel Division (PPD). PPD, will announce the position availability via the email system and Job/Transfer Opportunities Bulletin.

Commanders/Managers are responsible for posting all current Job/Transfer Opportunities Bulletins in a secured (locked) display cabinet within a centralized area under their command.

Transfer Eligibility

No officer will be considered for transfer out of a patrol assignment until they have completed 24 consecutive months of service from the date of graduation from the Training & Education Division (TED) to the closure date for the announcement. Only the Chief of Police may exempt an officer from this policy.

An employee's disciplinary record, as well as past or current job performance will be given consideration in evaluating their overall suitability for selection.

Transfer Requests

Following an announcement of a specialty assignment vacancy, officers desiring a transfer shall forward a Transfer Request Memorandum, through their Commander/ Manager, to PPD. Officers should email or hand deliver a copy directly to the PPD. PPD shall acknowledge all requests by return receipt.

Officers that wish to rescind their transfer request will do so in writing, through their Commander/Manager, to PPD. Officers should also email or hand deliver a copy to PPD.

Transfer requests will remain on file in PPD for six months. Consideration for vacancies/ transfers occurring subsequent to this period shall require submission of another Transfer Request Memorandum.

Positions within the command of a Division Station are not considered specialty assignments for the purpose of requesting a

transfer. An officer may request a transfer to a patrol assignment at any time in accordance with this section. Transfers within a Division Station may be made at any time at the discretion of the Commander. Transfers between Division Stations may be made at any time, but require the approval of the Deputy Chief, Bureau of Patrol.

2. Interview Guidelines

The Department will comply with federal, state, and the County Personnel Laws and related policy.

Interviews shall be conducted for all announced positions. The announcing Commander/Manager shall select the interview board, ensuring the board reflects Departmental diversity. The hiring unit will notify applicants of interview schedules. The interview process shall be coordinated with and monitored by PPD.

Questions regarding union membership or activities, sexual orientation, political or religious affiliations are prohibited. Skills for which an applicant has already been tested for the current transfer announcement will not be reexamined.

Preparing for the Interview

Job requirements should be outlined to aid in preparing questions that will effectively measure an applicant's likely success at a particular job. Questions should be prepared and articulated to ensure clarity, objectivity and equity. Specific questions should also be prepared to effectively assess the applicant's knowledge, skills, and abilities.

Guidelines

The applicant should be introduced to all members of the interview board. The chairperson should explain the purpose of the interview and put the candidate at ease. The interview should begin with an easily answered question relating to the candidate's experience and/or training. As the interview proceeds, board members should note the applicant's uniform appearance, motivation, personality, demeanor, oral communication skills, and judgment.

Each board member should be given a chance to question the applicant utilizing the pre-established interview questions. Questions requiring only a "yes" or "no" answer should be avoided.

Before ending the interview, the chairperson should ask if applicants have any additional questions pertinent to the position that they are applying for. The chairperson may then excuse the candidate and end the interview.

Immediately after the interview, each board member shall complete an interview rating form. Once the rating forms are completed, board members shall discuss the candidate's performance to assure fairness and objectivity in the rating process. Discussions should be delayed until the rating forms are completed.

After all interviews have been completed, the interview board shall forward their recommendations to the Commander/ Manager announcing the vacancy.

Filing of Interview Data

Selection and rating information will be maintained for six months. Should there be another vacancy, information from this file

may be used to select an applicant in lieu of another interview. PPD maintains the rating information for three years consistent with the County records retention policy.

3. Filling Vacancies

Following the interview process, the Commander/Manager will review, and either approve or disapprove, the board's recommendations. Commanders/Managers shall ensure that positions are filled at the authorized rank. Any deviation from this procedure will require approval by the Chief of Police.

Commanders/Managers are not required to fill the vacancy if they feel the requisite criteria have not been met.

For FOP bargaining unit employees, transfers shall be made pursuant to the provisions of the collective bargaining agreement and other negotiated agreements.

Supervisor Vacancies

Supervisor positions are generally appointed and will be filled at the discretion of the Chief of Police. Sergeants and above may submit requests for transfer any time to PPD. PPD, will forward a copy of the request to the respective Deputy Chief or Commander/Manager. Written requests for positions that are not advertised must be resubmitted every six months.

Requests to Fill Vacant Professional Staff Positions

Whenever a Commander/Manager has the need to fill a vacant professional staff classified or part-time position, they shall contact PPD to complete a Request to Hire package.

County-approved positions are filled in accordance with the current PCEA and AFSCME negotiated labor agreements and applicable sections of County and Personnel Law.

4. Request to Hire

PPD will automatically submit a Request to Hire package once they become aware that a position has been vacated. Commanders/ Managers may contact PPD for questions or assistance.

Units should contact PPD for current instructions whenever requesting the following actions:

- Creation of a new position
- Reallocation of an existing position to a different class of work
- Abolishing an existing position
- Changing a position status
- Moving a position from one agency activity to another
- Holding a position vacant

Requests to hire that are disapproved by the Office of Human Resources Management may be resubmitted after suggested changes are made.

5. Temporary Duty Assignments (TDY)

(Administrative Procedure #212)

All TDY assignments are authorized by the Chief of Police. The Chief of Police may, at any time, make temporary assignments or changes in duty assignments whenever Departmental staffing requirements indicate the need for such change. TDY assignments shall not exceed more than 180 days or as the Chief of Police deems necessary.

Once the Chief of Police has authorized a TDY assignment, the Commander/Manager for the employee, shall immediately make notification to PPD. PPD shall maintain a roster of all TDY assignments and their locations.

Commanders/Managers may make temporary assignments within their commands. They shall review each TDY assignment under their authority every 90 days and report to the Chief of Police on the status of the assignment. This written report shall include all of the following:

- Projected length of the temporary assignment
- Reason for continuing the assignment
- Efforts to permanently fill the position when a vacancy exists

Provisions of negotiated labor contracts take precedence over provisions of the Administrative Procedure. Employees may examine the appropriate negotiated labor contracts and Administrative Procedures to determine permissible time limits for TDY assignments.

Officers may be placed in TDY assignments as part of the Department's Career Enrichment Programs. ***See*: VOLUME II, CHAPTER 22. DEPARTMENTAL PROGRAMS**

6. Orientation for Newly Transferred Employees

Commander's/Manager's Responsibilities

Commanders/Managers shall ensure that employees transferred into their Division, including TDY transfers, are, within 30 days, provided with:

- A review of the management, administration, supervision, personnel policies and support services of the Division, typically provided in the Division SOP
- A review of the Position Description and performance standards expected of new employees
- A review of all relevant rules and safety equipment specifically related to the Division
- Supervised on-the-job training

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

References:

- Prince George's County Administrative Procedure #212 Details
- Prince George's County Personnel Law
- Negotiated Labor Contracts

32. PROTOCOL
(November 2025)

I. POLICY
(CALEA 26.1.1)

Prince George's County Police employees are held bound to display a fair, impartial, and professional attitude toward the public and to perform work tasks in a businesslike manner.

Courtesy in all workplace and public contact encourages understanding and appreciation; discourtesy breeds contempt and resistance. While the urgency of a situation might preclude the ordinary social amenities, discourtesy under any circumstance is indefensible. A courteous demeanor is entirely consistent with the firmness and impartiality that characterizes a professional.

II. CHECKLIST (N/A)

III. DEFINITIONS

Misconduct: An action, inaction, and/or failure to act committed by any member that violates policy or law

IV. FORMS

- Case Report

V. PROCEDURES

1. Oath of Office
(CALEA 1.1.1)

All sworn personnel, prior to assuming sworn status, shall take and subsequently abide by an oath of office to enforce the law and uphold the nation's Constitution and the laws of the state and the charter and laws of Prince George's County.

PGPD Oath of Office

I do solemnly swear or affirm that I will support the constitution of the United States, and that I will be faithful and bear true allegiance to the State of Maryland and support the Constitution and laws thereof, and I will support the Charter and laws of Prince George's County; and that I will, to the best of my skill and judgment, diligently, faithfully and without partiality or prejudice execute the Office of Police Officer for Prince George's County according to the Constitution and laws of the State, and the Charter, and laws of Prince George's County.

2. Ethics
(CALEA 1.1.2)

A basic role of government is to provide an environment conducive to human growth and endeavor, free from arbitrary intrusion. To that end, laws are made and enforced for the common good of society. It is the role of the police to stand as the defender of that social contract between citizens and their government.

To accomplish this goal, certain professional and personal traits are essential. Therefore, employees shall:

- Serve to protect and safeguard lives and property; protect the community from deception, oppression, intimidation, violence, and disorder; and protect the Constitutional rights of all citizens to liberty, equality, and justice
- Maintain exemplary traits of courtesy, honesty, morality, self-restraint, courage, obedience to the law, and respect for the rights and liberties of all persons
- Recognize the badge and oath of office as a personally binding commitment to public office, public trust, and

professional ethics, surmounting personal feelings or prejudices that may denigrate that oath
- Professionally execute official duties regardless of the race, color, national origin, gender, religion, sexual orientation, or gender identity/gender expression of persons requiring assistance
- Display a commitment to law enforcement without fear or favor, malice or ill will, and without using unnecessary force or accepting gratuities

Ethics training shall be conducted for all employees at a minimum, biennially.

3. Loyalty

Employees will exercise reasonable discretion in the performance of their duties. They will recognize that decisions will frequently be made in emergencies and under extremely difficult circumstances. Employees are legally, professionally, and personally bound to exercise those judgments within the confines of their loyalty to their oath of service and obligation to the law, regardless of personal hardship or discomfort.

4. Unbecoming Conduct

As the most visible representative of government, employees must display exemplary professional conduct. To that end, employees are duty bound to avoid excessive, unwarranted, or unjustified behavior that would reflect poorly on themselves, the Department, or the County government, regardless of duty status.

Employees shall refrain from using harsh, violent, profane, demeaning, derogatory, or abusive language. The use of such language or other unbecoming conduct relating to race, color, national origin, gender, religion, sexual orientation or gender identity/gender expression of any person shall not be tolerated.

Additionally, the following hostile or disrespectful behavior towards fellow employees may be viewed as unbecoming conduct:

- Disrespectful/hostile/combative communications (written/verbal)
- Physical intimidation
- Heated/abusive arguments, particularly in public and/or in front of other employees

5. Use of Language

Employees shall not use language that is discriminatory, abusive or inappropriate. This behavior diminishes public confidence, undermines the effectiveness and integrity of the Department, and will not be tolerated.

All employees are prohibited from using culturally insensitive language. This applies to all communications, both internal and external.

6. Integrity

The dishonesty of a single employee may impair public confidence in the entire Department. Submission to even minor temptation may lead to the complete destruction of an employee's credibility and effectiveness and may contribute to the corruption of countless others. The personal and collective integrity of the Prince George's County Police Department is one of the foremost responsibilities of all employees.

Exculpatory Evidence
(CALEA 42.1.6)

Exculpatory evidence is the following information:

- Any information or material in any form, regardless of whether admissible in a court
- That may exonerate a defendant; or
- Mitigate or absolve a defendant's guilt or punishment; or
- May impact the credibility or reliability of a government witness, including officers or other department employees

If an employee discovers or receives exculpatory evidence during or after an investigation and/or prosecution of any crime, they have a duty to disclose; they shall:

- Collect and preserve the evidence consistent with **VOLUME II, CHAPTER 47. PROPERTY & EVIDENCE**.
- Document how the evidence was received or discovered in a case report
- Notify their Supervisor that new evidence has been received

The employee shall review the evidence with the State's Attorney's Office and take appropriate follow-up action. The review shall be documented in a case report.

If it is determined that a PGPD employee willfully or intentionally withheld exculpatory evidence, the Internal Affairs Division shall be notified.

Intervention of Cases

Employees shall not interfere with cases being handled by PGPD officers or any other government agency unless:

- Ordered to intervene by a superior
- The intervening individual believes beyond a reasonable doubt an injustice would result from failure to act
- Such intervention is required because of supervisory or command responsibilities

7. Associations

Employees shall avoid associations with persons or groups whom they know, or should know, are under criminal investigation or indictment, or have any reputation for felonious or criminal behavior, except as necessary to perform official duties, or where unavoidable due to family relationship.

8. Visiting Prohibited Establishments

Employees shall not visit or enter a house of prostitution, gambling house, or any establishment where local, state, or federal laws are regularly violated, except in the performance of official duties. Employees are not prohibited from visiting legal gambling casinos.

9. Video Recording of Police Activity

Citizens have the right to observe, video record (with or without a simultaneous audio recording), and/or photograph the actions (such as a *Terry* stop or an arrest) of any Departmental employee so long as the bystanders' actions do not:

- Place the safety of any officer, victim, witness, suspect, or the bystander themselves, in peril
- Interfere with the execution or performance of an officer's official duties

- Violate any law
- Attempt to incite an immediate breach of the peace or incite others to commit a violation of the law

Special Circumstances

If an officer has probable cause, or known facts or circumstances indicate that a bystander has possession of any photo/ images, video and/or audio recordings that could reasonably be considered evidence related to a crime and/or the identification of a person involved in a crime, members may take lawful actions to collect that evidence.

Under these circumstances, an officer shall:

- Request the bystander voluntarily provide the device or recording medium
- Request the bystander voluntarily allow the officer to transmit the images or sound via DIMS ***(See:* VOLUME II, CHAPTER 47. PROPERTY & EVIDENCE*)***

In cases where voluntary consent is not given, a search warrant must be obtained. If there is reason to believe that the evidence in question will be destroyed or altered, the item may be held until a warrant can be obtained, in accordance with applicable Constitutional provisions.

10. Employee Relations with Vendors & Contractors

Employees representing the Department in business transactions with outside business organizations or private vendors shall conduct themselves in a way reflecting favorably on them and the Department. Acceptance of gratuities or benefits is prohibited.

Departmental resources will not be committed to furthering the work of a prospective contractor or vendor before the formation of a contract.

11. Private Compensation or Reward

Employees shall not solicit or accept compensation, reward, or other consideration from private sources without permission from the Chief of Police. Upon receipt of any reward, compensation, or consideration, a report shall be forwarded to the Chief of Police.

12. Use of Intoxicants

Except as necessary to perform official duties, employees are prohibited from consuming intoxicants to such a degree that on-duty performance is impaired.

13. Tobacco Products Prohibited

Department employees shall not smoke or use any tobacco products while in uniform or in view of the public, while operating or as a passenger in a Departmental vehicle, or while engaged in any business with the public. They shall not appear in public places with lit or unlit pipes, cigars, cigarettes, or electronic cigarettes on their persons in plain view. This section does not apply to officers actively engaged in a covert/undercover assignment.

14. Attention to Duty

Employees shall maintain a strong personal commitment to perform their duties properly. Failure to honor this commitment results in a reduction of professional standards, a potential decrease of public service, and a potential increase in jeopardy to others.

15. Refusal to Work

The Department's policy regarding an unlawful refusal to work is to seek termination of any employee who plans or engages in any unlawful strike, work stoppage, or slowdown.

16. Dedication to Duty

Employees shall use all of their skills in the performance of their duties. This includes any unique knowledge, skills and abilities such as foreign language proficiency at whatever level the employee possesses. Requiring employees to use their language proficiency in the everyday performance of their duties is not intended to impose additional responsibilities but recognizes that each person possesses different skills that can be employed to accomplish the same tasks.

Employees shall not engage in any activity or personal business on-duty that would cause them to neglect or be inattentive to that duty.

Employees shall not, without authorization, leave an assigned workplace during their shift. Employees shall remain awake and alert while on duty.

Officers shall immediately act accordingly when made aware of a crime, disorder or other condition deserving police attention. Employees shall maintain satisfactory performance with respect to the execution of any of the duties and tasks set forth in their position descriptions.

Failure to adhere to the foregoing is neglect of duty.

17. Insubordination

Police organizations depend on employees at all levels of the chain of command to follow orders, complete assigned tasks, and actively pursue the goals of the Department as outlined by their immediate Supervisor(s). Any refusal to carry out lawful orders as directed through the Chain of Command may be viewed as insubordination.

18. Community Relations

A citizen's encounter with the police can be a frightening or emotionally painful experience, and under these circumstances, the risk of misunderstanding is very great. Contacts between employees and citizens may occur in emotionally charged situations that can seriously affect the situation.

Employees should strive to develop a climate within the community that is supportive of collective police-community efforts toward common goals of peace, safety, and security.

19. Individual Dignity

As all citizens are subject to the law, they have the right to respectful, fair, and impartial treatment. Officers are responsible for protecting the rights afforded to citizens by Local, State, and Federal laws. Officers are prohibited from using race, ethnicity, or national origin to determine reasonable suspicion or probable cause. Biased policing is prohibited. Officers shall not ignore or condone biased policing. All employees are prohibited from bias-based public service.

20. The Role of Employees

Employees are the link between the Department and the community; as such,

they may strengthen or destroy police-community relationships that may have taken considerable effort to develop. Employees shall attempt to make each contact between themselves, fellow employees, and the public one that inspires confidence and demonstrates professionalism.

21. Equality of Service

The County contains many urban and suburban communities with a diverse mixture of demographics and cultures. Although the communities have some unique and some similar characteristics, all need fair and impartial police service. Employees shall maintain an impartial enforcement effort throughout the County.

22. Openness of Operations

Departmental activities must not be shrouded in secrecy. It is essential that there be a full public disclosure of policies in matters of public interest. Consistent with obligations to protect individual rights, the confidentiality of records, and the protection of sensitive investigations, the Department will disseminate to the community accurate accounts of occurrences of legitimate public interest.

23. Community Participation by Employees

Employees are encouraged to participate in civic activities and programs within the County. Active participation in divergent civic and social activities reduces police-related stress and provides a vehicle for employees to be seen as involved community members in other than a professional or controversial environment.

24. Duty to Intervene

(CALEA 1.2.10)

It is the responsibility of all employees to intervene to prevent or stop misconduct and/or other problematic behavior. Employees shall ensure the following, when it is safe to do so:

- A police officer is under a duty to intervene and prevent other officers from subjecting a citizen to excessive force and may be held liable for their failure to do so if they observe the force and have sufficient time to act to prevent (***See:*** **VOLUME II, CHAPTER 58. USE OF FORCE**)

- Police officers have an affirmative duty to intervene on behalf of a citizen whose constitutional rights are being violated in their presence by other officers
- An officer may not purposefully allow another officer to violate a victim's Constitutional rights

Retaliation or interference against an employee who reports violations of policy or law is prohibited.

25. Chain of Command

(CALEA 12.1.3)

The Department is organized with a hierarchy of authority. The following is the rank precedence of sworn personnel in descending order:

- Chief of Police
- Assistant Chief of Police
- Deputy Chief
- Assistant Deputy Chief
- Major
- Captain
- Lieutenant
- Sergeant
- Corporal

- Police Officer First Class
- Police Officer

The Departmental Organizational Charts delineate the specific chains of command for the various Districts/Divisions.

Compliance with Order from Superior Authority

Employees shall comply with a lawful order issued by a superior employee when compliance is required to accomplish a law enforcement objective, maintain public order, or protect persons or property. Employees shall comply with a lawful order:

- Regardless of whether the employees occupy the same chain of command
- Regardless of whether the issuing officer is on- or off-duty at the time of the order
- Regardless of whether the issuing officer is of an equal or lesser rank and simply relaying the order from a superior

Employees shall comply positively with lawful orders in a manner reflecting a willingness to serve. Disciplinary action shall be taken for willful disregard of lawful orders or written directives.

Conflicting Orders

Upon receiving an order that conflicts with a previous order, the employee will advise the superior issuing the second order. Responsibility for countermanding the original order will lie with the superior issuing the second order. If directed to do so, the employee shall obey the second order. The superior countermanding the first order shall assume full responsibility for both orders.

Unlawful Orders

Employees shall not issue any order that would require a subordinate to commit an act that is contrary to Federal, State, or County law or in violation of Departmental rules and regulations. Employees will not obey any order that would require them to violate any of the above.

Should an employee receive what they believe to be an illegal order, the employee shall advise the superior issuing the order of the potential conflict, at the time the order is issued. Should the superior issuing the order continue to demand compliance, the employee shall notify an employee who is of higher rank or status than the superior issuing the unlawful order. The senior employee shall then settle the matter.

Responsibility for refusal to obey orders rests with the employee. Each employee shall be required to justify their actions. Employees may follow the procedures in **VOLUME I, CHAPTER 4. COMPLAINTS** to report such unlawful orders.

Communication through the Chain of Command

Unless exempted, all intra-Departmental (and official inter-Departmental) communications, both oral and written, shall follow the chain of command. For upward communications, employees shall transmit all communications through their immediate supervisor.

Employees may only breach the chain of command under the following circumstances:

- To transmit confidential or sensitive information

- Emergencies when the employee must transmit operational information to accomplish an immediate objective
- Permission is granted by the employee's immediate supervisor to communicate directly with a higher level of authority
- When so directed by a higher-ranking employee
- To directly discuss an equal employment opportunity complaint with an employee designated to investigate such complaints

All verbal and written communication through the chain of command, whether up or down the chain, will be respectful and courteous. Communication up the chain of command will be deferential and acknowledge the Supervisor/subordinate relationship. While subordinate employees may respectfully offer disagreement with a superior, they shall not communicate with superiors in a style or manner that indicates a refusal to follow direction or take an assignment. Employees at all levels must be aware, particularly in public settings, not to speak with or refer to those above them in the chain of command as though they were peers.

26. Salutes

Uniformed officers will salute commissioned officers who will return the salute. Indoors, only the Chief of Police or chairman of a formal board will be saluted.

The saluting method and posture used will be consistent with that taught in the training academy.

Specific Saluting Circumstances

When many officers are informally assembled, an officer will salute only if individually addressed. When assembled in ranks, officers will salute only when ordered to do so by the OIC.

When reporting to a formal board, the officer will face and salute the highest-ranking board member, who shall return the salute. If the officer is wearing a hat, they will remove it before sitting.

When the national anthem is being played or sung, uniformed officers will face the flag and salute. If no flag is displayed, the officer will face the music. Officers not in uniform will stand at attention.

27. Personnel Identification

(CALEA 22.1.8.a & .b)

This subsection applies to on- and off-duty employees performing an employment-related function.

Except in cases where confidentiality would be compromised, an employee will provide their name, rank, and ID number and Department ID upon request. The identification will be clearly provided however it need not be provided in written form.





Authorized Identification Items

All Departmental personnel, including student interns and citizen volunteers, will be issued Departmental photo identification.

Except in cases where confidentiality would be compromised, all Departmental personnel who are not in uniform will display their department issued photo identification when in County operated facilities, while conducting County business, or upon request.

The following are authorized identification items: *(CALEA 22.1.8)*

- Badge or photo ID card clipped to an outer garment
- Police identification armband
- Outer garments displaying the Department's patch or the word "POLICE"

Plainclothes officers shall display an authorized identification item whenever they:

- Respond to any incident scene having the potential for the use of force
- Perform overt duties on any incident scene requiring frequent identification, such as crime scene searches and search warrant executions

Plainclothes officers acting within the normal scope of duty shall identify themselves whenever there is a need to do so.

28. Use of Departmental Seals, Logos, and Insignias

Seals, logos, and other official insignias are utilized by the Department to create recognition within the community. To maintain a positive image, it is important that the PGPD brand is not used inappropriately. Employees wishing to reproduce anything (i.e., apparel, coins, patches, mugs, etc.) that directly or indirectly contains or references seals, logos, names of Departmental components or units, or other official insignias that identify the Department, or any component or units of the Department, may only do so with the

permission of the Chief of Police or their specified designee. Employees may not possess any items that have not been approved while on Departmental property or in Departmental vehicles. No Departmental component may use any component-specific logo in any way unless approved by the Chief of Police or their specified designee.

29. Intellectual Property

All intellectual property created by an employee within the scope of their employment or using company resources belongs solely to the Department.

Intellectual property may include, but is not limited to, inventions, discoveries, improvements, works of authorship, designs, trade secrets, trademarks, copyrights, know-how, software, data, and any other proprietary rights.

30. Requests for Police Service

Employees shall accept all reports of crimes and immediately notify Public Safety Communications for appropriate action.

Employees will attempt to obtain sufficient information to facilitate an appropriate response. A complainant's refusal to identify themselves will not preclude police response to a call for service.

See: **VOLUME I, CHAPTER 33. RECORDS & REPORTS. 10. Desk Officer Reporting System (DORS)** for online or telephone reporting of certain eligible crimes.

Non-Crime Requests for Service

Any employee receiving a request for service shall evaluate the request to determine whether it is the responsibility of the Department.

Uncertainty surrounding the Department's jurisdiction shall be resolved in favor of a permanent record of the request. When a request for service will result in a permanent record, the employee shall complete a report, memorandum, or cause a CAD entry to be made, along with a CODE disposition.

When the request for service lies outside the responsibility of the Department, the employee will refer the citizen to the appropriate agency, providing name, telephone, and address information if available.

31. Requesting Law Enforcement Information

When an officer requests information from the Records or Telecommunications Sections, they will provide the following personal information on demand:

- Full name
- ID number
- Assignment

When requesting information from other law enforcement agencies, similar information may be required.

32. Endorsements - Prohibited

Without the expressed permission of the Chief of Police or their designee, employees are prohibited from:

- Using their official capacity, title, or position to endorse any product, organization, program, or service
- Using their official capacity to write an endorsement on behalf of any company

or product on County or Department letterhead, or email
- Representing themselves in an official capacity, either in or out of uniform, before any hearing or licensing board when their appearance is not an official act required of them as a member of the Department and authorized by the Chief of Police

33. Solicitation of On-Duty Employees

Organizations shall not be permitted to solicit the support of on-duty employees. No solicitation or distribution of literature shall be permitted when Departmental operations would be impaired.

Individuals may be permitted to solicit support or distribute literature in public areas such as parking lots and public entrances to buildings. They shall not interfere with any on-duty employee.

34. Political Activity by Departmental Personnel

Off-duty employees may participate in partisan political activities except when expressly prohibited by Federal or State statutes.

Employees shall not:

- Engage in any partisan political activity during their work hours
- Use PGPD equipment such as uniforms, vehicles, badges, or County business cards for political campaigning, fund-raising, or electioneering
- Engage in campaigning, fund-raising, or electioneering on County property during business hours

Legislative Issues

Employees may wish to testify in hearings as a personal matter before the County Council or other legislative bodies. These appearances may not be related to the employee's position as a law enforcement officer or Departmental employee.

An employee may testify as a citizen in any hearing on behalf of or in opposition to any Local, State, or Federal legislation. When doing so, an employee shall not:

- Wear or display the uniform, badge, or other items that would identify them as a Department employee
- Represent themselves as a spokesperson for the Department

Prior to an employee presenting testimony in an official capacity as a Department employee, they shall submit a written request for permission through their chain of command to the Office of the Chief. The Office of the Chief shall notify the Office of the County Executive of the request prior to granting the employee permission to testify.

Nothing in this policy applies to employees performing duties related to union business.

35. Employee Personal Information

Change in Personal Information

Employees shall notify the Department of changes to name, address, telephone number, and medical or emergency notification information within five working days of the change. The employee shall enter this information into the Department's Customer Service Request (CSR) system using the Change of Address service request entry form. Notifications of the change to

telephone, address, and emergency notification information will be made through the Change of Address service request to:

- County OHRM
- Employee's Supervisor
- Police Personnel Division (PPD)

Employees must maintain telephone service. Employees must provide the address of the physical location where they reside, not simply where they receive mail. Employees shall not list post office boxes as their address unless the post office box is a designated USPS address for the employee's actual residence.

Employee phone numbers and addresses shall not be released to a non-employee. Only the following information may be orally released outside the Department:

- Employee's name, rank, and ID number
- Employee's work phone number and duty assignment address
- Whether the employee is working and, if not, the date and time they are expected to return to work

Other requests and written demands for personal information shall be referred to the employee's Commander/Manager for consideration.

Employee Skills & Information File

To ensure the accuracy and currency of employee information, each employee shall complete a PGPD Employee Skills & Information Sheet, which will be maintained at the Police Personnel Division (PPD) and their current assignment location.

Employees shall complete an updated form under the following circumstances:

- Within 30 days of a new assignment or transfer
- Annually, during the employee's Past Performance Appraisal Evaluation
- Whenever there are changes to the employee's name, address, telephone number, or emergency contact information

36. Telephone Protocol

(CALEA 22.1.8.c)

Departmental Telephones

Employees answering Departmental phones shall do so promptly and courteously. They will identify their location or assignment and name, such as "District 3, Officer Brown." Employees shall attempt to assist callers to the best of their ability. A caller's refusal to identify themselves will not preclude an attempt to assist the individual or inhibit police response.

Employees are expected to return calls within a reasonable timeframe, typically by their next workday.

Personal Calls

- Personal phone calls should not be made from Departmental phones
- Incoming personal phone calls should be brief
- Departmental phones shall not be used for conducting commercial business transactions
- Prisoners, witnesses, victims, and suspects may use Departmental phones for calls at the discretion of the custody officer

37. Performance-Related Quotas and Incentive Programs

The use of performance quotas or other programs or initiatives based on the number of citations issued, field stops, detentions made, or arrests executed is strictly prohibited.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- County Code Section 18-166
- Figueroa v. Mazza 2016 2nd Circuit
- O'Neill v. Krzeminski, 1988 US Court of Appeals 2nd District

References:

- Administrative Procedure 411

33. RECORDS & REPORTS
(June 2025)

I. POLICY

Although it is the Police Department's mission is to serve the community, many police-related communications, and records, in both hard copy and electronic formats, are confidential. The Department uses an electronic Records Management System (RMS) for writing and storing reports. Written directives and applicable Local, State, and Federal laws govern dissemination and release of documents or communications deemed to be open for public distribution.

II. CHECKLIST

- ❑ Check RMS messages and assignments multiple times per shift
- ❑ Check County email once per shift
- ❑ Ensure all Case Reports pass UCR/NIBRS compliancy and are submitted to a Supervisor prior to the end of shift

III. DEFINITIONS

Field Interview: The recording of an officer-initiated investigation of a suspicious activity, person, or vehicle when circumstances would not otherwise require a written report

Law Enforcement Sensitive: Designation for unclassified information from law enforcement agencies that requires protection against unauthorized disclosure to protect sources and methods, investigative activity, evidence, etc.; for official law enforcement use only

Maryland Public Information Act (MPIA): State law that grants the public a broad right of access to public records that are in the possession of state and local government agencies, while protecting legitimate governmental interests and the privacy rights of individuals

Principals: Reporting persons, victims, witnesses, or other persons who have any direct involvement with a crime

Reporting Person: A person who reports an incident to police

Restricted Access: Designation for classified or highly sensitive law enforcement information to be held confidentially within a unit or designated group of law enforcement personnel with a need to know to perform or assist in an official, authorized law enforcement function; not to be disseminated for any reason without prior supervisory approval

Suspect: A person believed to have committed an offense, or believed to be involved in a suspicious activity but has not been arrested or charged

Witness: A person having knowledge of circumstances of an incident

Victim: A person (including a police officer) who has suffered death, physical or mental anguish, or loss of property as the result of an actual or attempted offense committed by another person. A business or other entity shall be recorded as a victim, if applicable

IV. FORMS

- ❑ Animal Bite Report (PGC Form #Z-6)
- ❑ BlueTeam Module
- ❑ Booking Record

- Case Report
- Inter-Office Memorandum (PGC Form #836)
- Transmittal Sheet (PGC Form #3350)
- Cover Memorandum for Accident Reports

V. PROCEDURES

1. Records Management System (RMS)

The PremierOne System (RMS) allows users to complete most required documentation (now called Case Reports) to include criminal incidents, vehicle impounds, officer notes and statements, field interviews and arrest paperwork (booking records, statement of charges, statement of probable cause, and request for witness summons). RMS allows users to transition between the CAD and RMS applications to finish documenting any incident. The system is user friendly and eliminates the need to switch between multiple programs to complete a task.

2. BlueTeam Module

IAPro is a database that allows users to document events that are monitored by the Internal Affairs Division. BlueTeam is a web-based module of IAPro that allows users to enter data into the database. The system is currently set up to capture Use of Force Reviews, pursuits, and preventable departmental accidents.

3. Records Management Division

Secondary Dissemination Prohibited

Employees shall not engage in any secondary dissemination of police records except as specifically provided by written directives. Employees unsure of the dissemination policy shall contact the Records Management Division or their chain of command for guidance.

RMS can allow viewing of Case Reports completed by other law enforcement agencies. Employees are allowed to share data provided by another agency with other law enforcement personnel for work-related purposes, unless there exists a valid reason not to, such as a particular condition specified in a Memorandum of Understanding, privacy concerns, etc. A BOLO or Fusion Report may be shared with other law enforcement agencies.

All criminal justice public safety County employees have access to the RMS. No employee shall disclose any information from the RMS to unauthorized County employees, or other entities.

At no time will any employee disclose any information contained within the RMS or other law enforcement documentation to any non-law enforcement related persons or entities without the permission of the Chief of Police or Manager, Records Management Division (RMD).

All external requests for information contained within the RMS shall be referred to the PGPD Records Management Division. All requests for programmatic information (e.g., court purposes, MPIA/FOIA Requests) must be made in writing and shall be referred to the Manager, Records Management Division.

Records Management Division Services

Records Management Division components are staffed during normal business hours.

Employees may access Case Reports using RMS during non-business hours.

The Public Information Counter at the Records Management Division provides a drop-off/pick-up point for police records.

Information involving any police-related records/information is available via the Records Management Division telephone message service.

Citizens requesting copies of any RMS records shall be referred to RMD.

4. Police Records Dissemination

An employee or citizen requiring police records information not described in written directives shall contact the Manager, Records Management Division.

Employees shall not "subscribe" in RMS to any person, address, vehicle, or property in which they have a personal interest. RMS "subscribe" may only be used for appropriate purposes.

Documents contained within RMS are confidential in nature. Under no circumstances will police reports be released to the public without prior approval from the Manager, Records Management Division.

RMS, LInX, CapWIN, Delta+ and any other law enforcement database authorized for use by the Department that requires a secure logon are considered work product. Document printing, dissemination, or discussion of reports shall be limited to official work purposes. It is strictly forbidden for employees to perform any action within these systems for personal reasons such as, querying a vehicle tag or VIN number or forwarding police reports to friends, family members, or businesses.

Maryland Public Information Act (MPIA) Requests

The Maryland Public Information Act (MPIA) provides that all persons are entitled to have access to disclosable public records held by the Department, subject to certain statutory exceptions. The public has a right to be informed about the actions and duties of our police officers, when seeking such information. While it is the aim of the Department to fulfill such requests, it is not always possible or lawful to do so. In some instances, the MPIA or other law requires that some documents require the redaction of certain information before release, and some documents may not be released at all.

A request for records or information does not have to specifically mention "Maryland Public Information Act" or "MPIA" to trigger the Department's duty to respond under the law, or for redactions to be necessary. For example, an email requesting to review or inspect any records held or potentially held by the Department, even if it does not mention "MPIA," still constitutes a valid request that must be processed in accordance with the MPIA. Such requests should be forwarded to RMD. Requestors who call or walk in may also be referred to the Department's website to submit an online MPIA request.

Requests made under the MPIA generally must be completed within thirty (30) days of receipt. If a request for documents or information is received at any Division or by any employee, it must be immediately forwarded to RMD via email (Police_MPIA@co.pg.md.us). RMD will track each document request, contact the requestor, and coordinate any response and document release as appropriate. All releasable information must be disseminated by RMD. At no time shall requests be

fulfilled by anyone outside of RMD. This includes requests for incident reports or a Subpoena *Duces Tecum* for documents. Accident reports may be obtained by involved parties at Division stations, RMD, or online at www.crashdocs.org. ***(See: Motor Vehicle Accident Reports)***

Designations of Sensitive Information

For the purposes of this General Order, reports and certain documents generated or circulated among Department personnel or law enforcement agencies generally fall into one of three sensitivity categories (in order of increasing protection):

- For Public Release: Minimum level (e.g., Crime Solvers Reward Posters, informational brochures)
- Law Enforcement Sensitive: High level (e.g., Fusion Reports, certain BOLOs)
- Restricted Access: Highest level (e.g., classified information, intelligence briefings, undercover officer or confidential source identities, covert surveillance locations, fugitive packet, etc.)

"Sensitive Information" includes documents designated as "Law Enforcement Sensitive" or "Restricted Access." Documents falling into any of these three categories that are being disseminated to other law enforcement personnel or agencies should prominently indicate the proper designation in all capital letters, at the beginning of the document and each subsequent page.

Be On the Lookout (BOLO) Bulletins

A BOLO is a bulletin issued by law enforcement that captures one or more images of a subject of interest, which could be, but is not limited to, wanted persons or vehicles, persons or vehicles of interest, missing persons, or lost/stolen property. BOLOs shall be reviewed and approved by a Supervisor prior to publication.

All BOLOs are to be considered Law Enforcement Sensitive, meaning they are for official use only and their dissemination outside of the Department is strictly forbidden without prior authorization from the Chief of Police or the Manager, RMD. In the event a BOLO may be shared publicly, the BOLO shall prominently state at the top of the page "APPROVED FOR PUBLIC RELEASE."

Fusion Reports

All Fusion Reports are Law Enforcement Sensitive, meaning they are for official use only and their dissemination outside of the Department is strictly forbidden without prior authorization from the Chief of Police or the Manager, RMD. All Fusion Reports shall clearly state at the top of each page that it is "LAW ENFORCEMENT SENSITIVE – NOT FOR PUBLIC RELEASE."

24-Hour Fusion Report Requirement

A 24-Hour Fusion Report shall be written and submitted to Police_JAIC@co.pg.md.us prior to the end of the shift, on the day a firearm is recovered by:

- Patrol officers conducting an on-scene arrest
- Follow-up investigation
- Search Warrant execution by any unit
- Any officer taking enforcement action to include non-arrest situations and safekeeping

The 24-Hour Fusion Report Form shall include:

- RMS Number
- Full firearm description to include make, model, serial number, and any unique markings (note if the serial number is missing or obliterated)
- Location of arrest/recovery
- Identifiers of arrested person(s) and/or owner/possessor (as much as known)
- Recovering officer name, ID, and assignment
- Narrative denoting circumstances of the firearm(s) recovery
- Notation in the narrative when Crime Scene Investigation Division (CSID) recovers a firearm causing the firearm information to be unknown to the officer

All Fusion Reports shall clearly state at the top of each page that it is "LAW ENFORCEMENT SENSITIVE – NOT FOR PUBLIC RELEASE."

Report Approvals

Officers shall comply with any and all rejection notes. Should a rejection be questionable, the officer shall email Police_RMS from an official County email address and request clarification prior to resubmitting the rejected record without making required changes. Continued disagreement after a response from Police_RMS will be handled at the supervisory level.

Statistics

Requests for crime statistics and analysis shall be referred as follows:

- Citizen requests for neighborhood information (residential crime statistics) shall be referred to the appropriate Division Station and Community Engagement Unit handling that area
- Citizens may also be directed to http://www.cityprotect.com to obtain basic information on calls for service
- Governmental, educational, and commercial requests for crime information from builders, management companies, and attorneys, shall be referred to the Joint Analysis Intelligence Center (JAIC)

Motor Vehicle Accident Reports

After motor vehicle accident reports are filed with a law enforcement agency, only the following involved parties may access the report:

- The individuals involved in the motor vehicle accident
- The legal representative of an individual involved in the motor vehicle accident
- The insurance representative of an individual involved in the vehicle accident
- A State's Attorney or other prosecutor

Involved parties may obtain an unredacted accident report from any Division station or the Records Management Division. The report must be accompanied by a cover memorandum that includes a disclaimer regarding the release and use of the information contained in the report.

Traffic Records

Other traffic-related records, such as warnings and equipment repair orders may be available to persons listed in the applicable traffic records or representatives authorized by the person for whom the record is requested.

Maryland Uniform Citation

Employees shall direct requests to the District Court of Maryland.

Parking Violation Notices

Requests relating to parking violations shall be referred to the Prince George's County Revenue Authority.

Case Reports

Police Case Reports are available to the involved parties, to include:

- Victims (excluding juveniles)
- Victims' authorized representatives
- Business organizations
- Criminal justice agencies
- Parents or legal guardians

5. Criminal History Record Information (CHRI)

(Maryland Code, Crim. Proc. Section 10-219)
(Title 28, Code of Federal Regulations, Part 20)

Dissemination Criteria

CHRI is disseminated to criminal justice agencies for:

- Criminal justice investigations
- Criminal justice agency employment investigations

Law enforcement-related requests for CHRI may be honored if the requester is identified by name, agency, and date of birth. The following may be disseminated to authorized recipients for law enforcement purposes only:

- Booking Records with or without disposition information
- Court disposition information
- Criminal photographs (mug shots)
- Fingerprints
- Latent fingerprints

Criminal Justice Agencies Authorized to Receive CHRI

The following agencies may receive CHRI for law enforcement activities:

- Criminal justice agencies for justice activities and employment
- Federal criminal justice agencies for law enforcement activities
- Local police departments for law enforcement activities
- Other criminal justice agencies outside Maryland for law enforcement activities
- State criminal justice agencies for law enforcement activities

Non-Criminal Justice Agencies Authorized to Receive CHRI

The following may receive CHRI from the Maryland Department of Public Safety and Correctional Services:

- Landlords
- Criminal offenders and authorized attorneys
- Membership associations
- Non-governmental employers
- Private employment agencies
- Public housing authorities

Expungements

Employees shall refer expungement inquiries to the Manager, RMD. The Manager shall notify CHRI recipients of court-ordered expungement. Expunged records may be accessed by court order. Recipients shall maintain Expungement

Notices with the files subject to expungement.

6. Records Dispositions

Refer to Records Management Handbook.

7. Penalties & Sanctions for Unauthorized Disclosure

Consequences for any Department employee who improperly discloses records or releases information that has been designated as confidential or sensitive by the Department, federal or state law, MOU or other lawful authority include, but are not limited to the following:

- Disciplinary action, up to and including termination
- Suspension or removal of user credentials or database access
- Adverse impact on any security clearance or Temporary Facility Access status
- Criminal and civil liability

RMS Records

Any employee intentionally withholding information subject to public disclosure shall be subject to:

- $1,000 fine
- Attorney fees
- Contempt of court sanctions
- Disciplinary actions
- Litigation costs
- Punitive damages

Criminal Records

Any employee disseminating criminal history record information to unauthorized recipients is subject to:

- A maximum federal fine of $11,000 for each infraction
- State-imposed additional sanctions

Expunged Records

Unauthorized disclosure of expunged records can result in the following:

- $1,000 fine
- One-year imprisonment
- Termination of employment
- Civil suits

Public/Police Records Destruction

Unless public/police records destruction is authorized by the State Archivist-Approved Records Retention Schedule, the agency and/or person is subject to one of the following:

- Criminal penalties of $1,000
- Three years of imprisonment

8. Reporting Procedures

Reporting Requirements

All incidents reported in one or more of the following categories, if alleged to have occurred in the County, must be properly documented:

- Citizen reports of crimes
- Citizen complaints
- Incidents in which an employee is dispatched or assigned
- Criminal and non-criminal cases initiated by sworn personnel
- Incidents involving arrest, citations, or summonses

Documentation may be made in RMS or an entry into the CAD.

RMS and Call for Service Numbering System

All law enforcement service incidents, including Case Reports and calls for service, must be assigned an RMS or Call for Service number.

Officers are assigned a unique, consecutive Call for Service (PP) number for each incident, whether self-initiated or dispatched. A unique, consecutive RMS number is assigned only when a Case Report is required. These numbers are computer-generated and formatted based on the current year followed by a consecutive number (e.g. 25-0025612 which represents 2025, and the specific report number – 0025612).

RMS Numbers shall be obtained immediately from:

- Public Safety Communications; or
- Computer Aided Dispatch Terminal (CAD)

Classification of Incidents & Forms

For report classifications and required report forms for common calls for service see the RMS Report Writing Manual. The reporting person will be advised of the RMS case number.

Initial Report Forms

All incidents for which an initial report is prepared shall be documented in RMS.

Examples of such reports include:

- Case Reports
- Booking Records
- Impound Records
- Property Sheet Records

Supporting information will be included when appropriate. Additional reports may be used to support the original incident.

Preparation & Review of Reports

Officers shall complete detailed records in RMS or prescribed forms, unless otherwise stipulated by a written directive. All reports shall be written in conformance with General Orders, Departmental directives, and the most current RMS Report Writing Manual. All records and charging documents shall contain:

- RMS Case Number. CAD call for service numbers (PP) should never be used in place of RMS Case Numbers
- Date and time (written in standard am/pm format) will be used on all records
- Reporting Area. The reporting area should be listed based on the location of the incident
- Citizen and business names shall be spelled out; (first name, middle name, last name, suffix)
- Offense types
- Nature, date and time of any action taken by the officer

All reports will be completed in RMS, as outlined in the most current RMS Report Writing Manual. All applicable fields in all RMS records and court documents will be completed. Initial Case Reports will be completed prior to the end shift. Reports that cannot be completed in RMS will be completed neatly and legibly in black ink or typed.

Supplemental information will be added to incomplete/initial Case Reports as soon as necessary information becomes available to

the officer. Recoveries (missing/stolen) must be submitted within the original Case Folder, except for extra jurisdictional incidents. New Case Reports should not be created when documenting supplemental information.

All Case Reports must be UCR compliant and submitted to the appropriate Supervisor for approval prior to end of shift.

Supervisors will review and approve all Case Reports prepared by subordinates, including citations and other forms. They shall:

- Review and approve all records in RMS by the end of shift
- Place any handwritten and approved reports in a designated location within the police facility to be forwarded to RMD

Although, Supervisors may approve their own reports, it is highly preferred and recommended to have another Supervisor review and approve reports.

Transmitting Reports to Records Management Division

Supplementary documents shall be scanned and uploaded/attached to the RMS case folder. The only hardcopy records that should be sent to the Records Management Division are:

- Records that are not available in RMS (i.e., Animal Exposure Reports)
- Records written when the RMS system has been down for more than 24 hours. Notification of the outage will be made by the Information Technology Division, or the RMS administrator. Approval to temporarily use handwritten reports must be obtained from the RMS Administrator and the Manager, RMD

The following reports shall be forwarded to the Records Management Division via a transmittal sheet:

- Traffic and Parking Citations, SERO's,
- Warnings
- Criminal Citations
- Civil Citations
- Animal Exposure Reports
- Vehicle Releases

At least daily, an employee will assemble all handwritten and approved reports for the Division. The collection and transmission of reports may be completed for each watch if report volume so warrants. A Transmittal Sheet is used to forward all handwritten reports to the Records Management Division. Reports shall be organized and listed on the Transmittal Sheet by RMS Case Number. The employee completing the Transmittal Sheet shall sign their name in the PREPARED BY block and place their ID number and the date on the sheet.

- The pink copy shall be removed for filing at the Division level
- The approved white copy will be scanned and attached to the reports and sent to the Records Management Division, where they may be destroyed after thirty (30) days

Circumstances When No Report is Required

Instances where a report is not required:

- Dispatched complaints that are unfounded or are handled by another agency
- Dispatched complaints canceled by the dispatcher, or those complaints not

verified on the scene, unable to locate, or gone on arrival
- Assignments for which a police response is necessary, but for which a report would simply duplicate statistical data already on the dispatch log. (e.g., loud radios or televisions, civil matters, or routine disorderly conduct incidents)

The investigating officer may change the classification if the officer believes that, as a result of the on-scene investigation, a Case Report would be appropriate. An initial dispatch to miscellaneous incidents without known complainants that are subsequently identified will require a report if the circumstances would normally dictate such action.

Reporting of Multiple Incidents or Victims

Generally, if it can be established that multiple incidents occurred at the same time and location and were committed by the same person, the incident will be recorded in one Case Report, using one RMS number.

Additional victims and their respective losses shall not be listed in the narrative section of the report; they are to be listed in the appropriate Case Report tabs. Examples of this include situations when numerous autos are vandalized at once in a parking lot.

Exceptions to this rule are as follows:

- **Apartment Buildings -** Leased, rented, or owned apartments, occupied by different owners/tenants will require separate Case Reports and RMS Case Numbers
- **Mini-Storage Area -** Mini-Storage areas leased or owned by individuals will require separate Case Reports and RMS Case Numbers
- **Office Sites -** Commercial office sites occupied by different renters or owners require separate Case Reports and RMS Case Numbers

Multiple stolen, attempted stolen or recovered autos require only one Case Report.

Recording Multiple Victims/Suspects in Booking Records

When persons have been arrested for multiple incidents, the following guidelines will be followed when completing Booking Records:

- **Multiple Victims/One Offender:** Complete one Booking Record
- **Multiple Offenders/One Victim**: Complete a separate Booking Record for each defendant, using the same Case Folder
- **Vice Offenses/Arrests:** Society must be listed as the victim

Classifying Multiple Offenses

More than one offense may be listed in the Case Report, such as, Homicide/Robbery, Breaking & Entering/Auto Theft. All offenses must be listed per UCR/NIBRS guidelines. The offenses may be listed in any order and have no effect on the Case Report.

Crimes Occurring in Neighboring Jurisdictions

All misdemeanors and incidents will be referred to the appropriate jurisdiction. If a felony occurs, the officer will request that Public Safety Communications (PSC) make notification to the appropriate jurisdiction. The officer shall complete and

submit a Case Report after notification has been made. The Case Report will be shown as miscellaneous police service and will not contain any offense information.

PSC will relay whatever information is available to the appropriate jurisdiction. Officers shall explain that the report is for information purposes only and does not relieve the complainant from reporting the crime to the proper jurisdiction.

9. Telephone Reporting Unit (TRU)

Hours of Operation

The Telephone Reporting Unit (TRU) typically operates from 0900 until 2000 hours on weekdays.

Criteria for Referral of Calls to TRU

The criteria for a call to be referred to TRU is:

- The suspect is unknown or has left the scene
- The incident occurred at an earlier time
- No tangible evidence is on the scene
- Damage has not been incurred to County, State or Federal property

Reports That TRU Can Handle

If the above criteria are met, TRU can author Case Reports for the following incidents:

- Theft - except pocketbook snatching or shoplifting
- Auto Theft
- Vandalism – except on school, church, temple, other religious property, or County, State, or Federally-owned property
- Indecent, Threatening, or Annoying Phone Calls – provided there is no danger to the complainant
- Lost Property
- Animal Bite – except severe or in-progress cases, or when the animal remains at large.
- Supplemental Information

A complainant shall not be referred to TRU after an officer has responded to the scene of an incident.

When calls for service are received by telephone at a Division Station, the person receiving the call shall relay the information via the CAD.

A Hate or Bias motivated crime or incident shall not be handled by TRU. Should TRU become aware of such an incident, TRU shall transfer the call back to PSC and request an officer respond to the scene.

The TRU OIC shall ensure that reports returned to them from outside units are returned to the submitting officer and corrected. The TRU OIC will also assist in resolving any disagreement regarding the way an incident was classified.

10. Desk Officer Reporting System (DORS)

DORS is a product of LexisNexis Risk Solutions and is designed to offer online self-reporting to citizens for approved incident types. DORS is advertised as a method to enhance community service and increase efficiency by allowing citizens to initiate online reporting of certain offenses. Officers shall not direct a complainant to DORS after they have been dispatched to a scene.
DORS may be used for:

- Credit Card Fraud
- Identity Theft
- Illegal Dumping
- Impersonation
- Lost Property
- Package Theft (except theft of packages from within a mailbox)
- Property Damage (except for graffiti on County, State, or Federally owned property)
- Telephone Misuse
- Vandalisms (Gang or Hate/Bias related graffiti CANNOT be reported online. An officer must respond to the location of the incident.)
- Motor Vehicle Theft
- Additional reporting types may be added
- The Chief of Police may expand DORS procedures to include other incidents during times of unusual operational demands

All of the following criteria must be met to qualify for DORS reporting:

- Incident occurred within Prince George's County
- Incident does not require emergency response
- Incident did not occur at the University of Maryland - College Park or Bowie State University
- Incident did not occur within any city or incorporated town within Prince George's County that operates a police department separate from PGPD (e.g., Berwyn Heights, Bladensburg, Bowie City, Brentwood, Capitol Heights, Cheverly, City of New Carrollton, Colmar Manor, Cottage City, District Heights, Edmonston, Fairmount Heights, Forest Heights, Glenarden, Greenbelt City, Hyattsville City, Landover Hills, Laurel City, Morningside, Mount Rainier, Riverdale Park, Seat Pleasant, Takoma Park, University Park, Upper Marlboro)
- Offense/incident is not in progress
- No suspect information is available
- No physical evidence was left at the scene (does not include photos or video)
- No witnesses are available for statement
- Incident is not hate or bias motivated
- Incident is not domestic related

The following types of reports are not eligible for online reporting:

- Any crime in progress or active incident
- Any incident where the suspect(s) are still on-scene
- Any crime where the offender is known to the victim
- Any crime where potential evidence is on-scene and needs to be recovered

Members of the public who file online through DORS will receive an initial report number:

- The initial number is only a record that they attempted to file a report
- The initial number is not a Case Number/Case Report Number
- Once an officer reviews and approves the report, the reporting person will receive their Case Number via email

TRU Responsibilities

(*TRU Standard Operating Procedure)*

TRU has the primary responsibility for the review and approval of all DORS reports.

TRU shall:

- Review all DORS reports within 96 hours
- Send follow-up email to reporting citizen

The TRU OIC shall:

- Check RMS messages at the beginning of their shift
- Ensure that all DORS reports are reviewed, corrected, and approved prior to the end of their shift

11. Customer Service Request (CSR) System

The Customer Service Request (CSR) system is utilized for internal administrative online reporting of all search warrants, including those not executed, and Emergency Services Team (EST) deployments. A warrant may include, but is not limited to:

- Cell phone search
- Electronic device search
- GPS device placement
- DNA collection
- Social media content and trap and trace
- Structure search
- Vehicle search

All personnel involved with writing, approving, or serving a warrant are responsible for ensuring that proper reporting is completed in CSR.

12. Department Correspondence

Mechanics of Correspondence

Employees shall complete Department correspondence consistent with the provisions described herein.

Stationary Format

Letterhead

Prince George's County Government stationary shall be used for:

- Letters to citizens, officials outside County Government and County Council members
- Formal letters from the Chief of Police or Manager to employees, such as, commendations, retirements
- Memoranda to County offices

Inter-Office Memoranda/Routing Slips

Inter-Office Memorandum or computer-generated facsimiles shall be used for the following:

- Intra-Department correspondence
- Correspondence forwarded through the Chain of Command

If the memorandum needs to be routed through two or more addresses, it should be sent using an electronic buckslip.

Forwarding

Employees shall transmit Department correspondence to recipients through the chain of command. Personnel along those chains shall acknowledge review by signing or initialing the correspondence or attached routing slips.

The chain of command may be bypassed for the following:

- Writer's Manager authorizes direct transmission to an addressee
- Materials distributed for staff review by the 21st Century Policing Division, Planning and Research Unit
- Confidential or sensitive information concerning narcotic or vice law violations
- Allegations of discrimination or harassment
- Issues concerning infectious disease exposure

- Treatment by Psychological Services

Where circumstances dictate direct transmission of correspondence, the writer shall submit a copy of the correspondence through the chain of command to the writer's Manager.

This section does not restrict employees from transmitting information or suggestions intra-Departmentally that are not subject to strict accountability.

Mailing Instructions

Whenever sending correspondence outside the Department, the sender shall ensure that the correspondent's last name, I.D. number and assignment appear on the envelope in the upper left area or beneath the Department address on the envelope.

- **Outgoing U.S. Mail -** All outgoing correspondence that requires postage shall be forwarded to the Mail Room at the CAB, addressed, sealed and accompanied by a bar coded agency account form. The account form may be attached to a single item or bundle of items
- **Department/Government Courier Mail -** All Department/government correspondence shall be dispatched through the courier system. Confidential or limited access correspondence may be forwarded in sealed, plain business envelopes. All other materials or correspondence shall be forwarded in reusable mailing envelopes

Police Memoranda Issued by a Department or Commission

Before issuing a memorandum to all County Departments/Commissions indicating a change in policy or procedure, the head of the issuing agency must submit a draft for the approval of the appropriate Deputy Chief Administrative Officer (DCAO). The issuing Department/Commission shall contact the DCAO for verbal approval if no comments have been received within seven working days.

13. Letter of Commendation Procedures

Commendations Initiated by Citizens

A letter of acknowledgment shall be sent to the correspondent from the employee who received the letter. If the letter is not directed to an individual employee, the Commander/Manager shall acknowledge the correspondence.

Copies of the letter of commendation and letter of acknowledgment shall be distributed as follows:

- The employee commended, through their Commander/Manager
- The employee's agency personnel file
- Deputy Chief, Bureau of Administration

The Deputy Chief, Bureau of Administration, shall maintain copies for 30 days, of all incoming commendation correspondence for review by the Chief of Police and/or the Awards Committee.

Commanders/Managers receiving notification or correspondence of extremely unusual or heroic police performance may, in addition to the steps above, send a copy of the correspondence directly to the Chief of Police.

Intra-Departmental Commendations

Any employee wishing to commend another employee shall document the reasons for the commendation and refer the correspondence to the respective Commander/Manager.

Commanders/Managers receiving this correspondence shall acknowledge and process it in a fashion consistent with the section ***Commendations Initiated by Citizens*** above.

Commendation Directed to a Citizen

Any employee who wishes to commend a citizen or an officer of another police agency shall direct a letter to the Chief of Police citing the details and reason for the commendation.

The Chief of Police may initiate a letter to the citizen or police department involved.

A copy of the recognition letter shall be sent to the originating correspondent.

VI. REFERENCE

Commission on Accreditation for Law Enforcement Agencies, Standards: 82.1.1, 82.1.2, 82.2.1, 82.2.2, and 82.2.3

References:

- RMS Report Writing Manual, https://princegeorgescountymd.sharepoint.com/teams/Pd-pm/Manuals
- Telephone Reporting Unit, SOP
- Records Management Division, SOP
- Records Management Handbook

34. SOCIAL MEDIA
(December 2019)

I. POLICY

This policy establishes the Department's position regarding its management, administration, and oversight of social networking and social media sites, and also provides guidance regarding employees' official and personal use of social media. In creating this policy, the Department recognizes that the use of social media provides a valuable means of assisting the Department and its personnel with meeting several important goals and objectives, including enhancing community outreach, strengthening relationships with its citizens and the business community, improving criminal investigations, and reducing crime.

In addition, the Department recognizes that social media plays a significant role in the personal lives of many employees. However, it must be clearly understood that the *personal* use of social media has the potential to impact the Department as a whole, as well as employees in their *professional* capacities. Moreover, employees are cautioned that there is no reasonable expectation of privacy when posting material on social media sites. Even employees who take steps to remain anonymous, such as by using pseudonyms or posting speech in private chat rooms, are not immune from disciplinary action in the event that a violation of this policy occurs and they are sufficiently identified, including and up to termination of employment. Finally, employees are reminded that, just as with other provisions of the General Orders, they have a duty to report to the Department another employee's violation of this policy.

Departmental social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies. Content shall be managed, stored and retrieved to comply with open records and e-discovery laws and policies.

II. CHECKLIST (N/A)

III. DEFINITIONS

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments

Electronic Device: A device that accomplishes its purpose using the manipulation of electron flow for its operation (i.e., computers, cellular phones, audio/visual equipment, and radios)

Internet: A single worldwide computer network that interconnects other computer networks consisting of unlimited webpages, enabling data and other information to be retrieved and exchanged

Intranet: A private computer network within an organization

Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights

Post: Content an individual shares on a social media site or the act of publishing content on a site

Profile: Information that a user provides about himself or herself on a social networking site

Social Media: A category of Internet-based resources that integrate user-generated

content and user participation. This includes, but is not limited to, social networking sites, photo and video-sharing sites, wikis (Wikipedia), blogs, and news sites

Social Networking Sites: An Internet-based application, website, or platform in which individuals communicate with each other and share photographs, videos, resources, and other information. Examples include, but are not limited to, Facebook, LinkedIn, Twitter, Instagram, Snapchat, YouTube, Reddit, and Tumblr

Speech: Expression or communication of thoughts, ideas or opinions, in writing or through other forms of expressive conduct, including, but not limited to, use of symbols, photographs, images and video

Wireless Device: Device that transfers information over a distance without the use of electrical conductors or wires (i.e., cellular phones, personal digital assistants, wireless headsets)

IV. FORMS (N/A)

V. PROCEDURES

1. Department-Sanctioned Use of Social Networking and Social Media Sites

The Media Relations Division (MRD) will be responsible for creating, maintaining, and posting to official PGPD social media accounts, which will be clearly identified by the Department. Any individual or command unit wishing to create a separate social media account affiliated with the Department or Departmental activities must first seek approval from the MRD Manager. Once approved, the Commander/Manager of the impacted unit shall ensure that all information disseminated on behalf of the unit is in compliance with the content previously authorized by the MRD Manager.

Employees who are authorized to use Department-sanctioned social media shall conduct themselves at all times as representatives of the Department. Consequently, all information and materials posted on authorized social media sites must be respectful, professional, and truthful.

2. Employees' Public Statements and Personal Use of Social Media

Precautions

The Department has a duty to protect the reputation of the organization and its employees, as well as guard against liability and potential legal risk. Therefore, the Department reserves the right to monitor social networking websites generally, and employees are advised of the following:

- When posting information to the Internet or a social media site, as stated above, they should not assume any expectation of privacy, regardless of the type of social media platform, user privacy settings, or other access controls. To this end, employees are cautioned that the content of these social networking sites can be subpoenaed by third parties and used in criminal and civil trials to impeach the employee's testimony or to undermine the employee's and/or Department's character or reputation
- Employees may be held accountable personally and professionally for any content they create, publish, share, "like," or post on a social networking or social media site

- Any reference to employment with the Department while using social networking sites could compromise employee safety and the safety of his or her family
- If an employee reveals (intentionally or otherwise) his or her employment/ position with the Department while posting personal comments or other material on a social media site, the employee should make clear that his or her comments and/or opinions are not the statements or views of the Department.

Prohibitions

While employees are off-duty and using their personal equipment, they have the right to speak as private citizens on matters of public concern. Matters of public concern may include, but are not limited to, political or social issues and certain conditions of employment, such as workplace safety conditions and government misconduct. However, this right is limited by the Department's interest in restricting certain speech, and employees may be disciplined for public statements and social media posts that have the following impact:

- Interfere with the ability of the Department to carry out its mission and goals
- Undermine morale within the Department
- Impair the maintenance of discipline by supervisors
- Undermine the integrity of the Department or a member of the Department
- Impair the public trust in the Department
- Impede the performance of their or other employees' duties
- Impair harmony among coworkers

Employees further shall not:

- Make or give any statements, speeches, appearances, endorsements, or publish or share any materials that may reasonably appear to represent the views or opinions of the Department, without prior written authorization from the Chief of Police, the MRD Manager, or their designee(s)
- Post any statements, photos, or any other materials on social media sites reflecting on-duty or off-duty behavior involving themselves or other employees that reasonably could be considered reckless, irresponsible, or unprofessional, or that maligns, embarrasses, or causes disrepute to themselves or other employees, the Department, or Prince George's County Government
- Make, share, or comment in support of any posting that disparages, ridicules, maligns, or otherwise expresses bias toward any race, religion, sex, gender, sexual orientation, nationality, or any other protected group or class of individuals.
- Make, share, or comment in support of any posting that includes criminal conduct, threats of violence, or otherwise violates any laws
- Post speech on social media sites that contains lewd, obscene, or sexually explicit language, images, or acts that would cause disrepute to themselves or the Department
- Reveal, in any manner or for any reason, that any other person is an employee of the Department without the express consent of that other employee
- Knowingly engage in any type of social media activity (*e.g.*, posting, following, "friending," "liking," etc.) that would hamper, interfere with, or otherwise prejudice an open or ongoing investigation, court case, or other legal proceeding

- Access or transmit materials that are illegal, unless required for authorized criminal investigative purposes
- Post, publish, or reproduce to the Internet or any public forum any documents or other materials created or received by the Department or another agency, related to investigations, criminal or civil proceedings, or any other business involving this Department, including, but not limited to:

  - Photographs or images
  - Video or audio files
  - Reports
  - Statements
  - Crime Scenes
  - Accident Scenes
  - Internal emails
  - Confidential correspondence
  - Photographs or images of arrestees, suspects, detainees, or confidential informants
  - Information made confidential by law or court order

- Post any text, comment, photograph, audio, video, illustration, or any other form of communication related to or depicting any contraband (actual or simulated), or the display of any firearms or other weaponry (Department-issued or privately owned, actual or simulated) in a threatening, menacing, aggressive, or unprofessional manner
- Make statements about the prospective guilt or innocence of any defendant, suspect, or arrestee, or make comments about any current or pending criminal investigation or prosecution or any pending internal administrative investigations or proceeding, in which a member of the Department is or was involved in the action
- Display any activities online that would otherwise constitute a violation of the Protocol policy, such as Ethics or Conduct Unbecoming. ***See:* VOLUME I, CHAPTER 32. PROTOCOL.**

Non-compliance with the Department's policies and guidelines regarding the use of sanctioned social media sites or employees' personal use of social media may result in appropriate disciplinary action being taken, including, but not limited to, reprimand, suspension, or termination of employment. All potential violations of this policy will be assessed and determined by IAD, upon consultation with the Inspector General when appropriate.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- ***Garcetti v. Ceballos***, 547 U.S. 410 (2006)
- ***Connick v. Myers***, 461 U.S. 138 (1983)
- ***Pickering v. Bd. of Educ.***, 391 U.S. 563 (1968)
- ***Grutzmacher v. Howard Cty.,*** 851 F.3d 332 (4th Cir. 2017)
- ***Liverman v. City of Petersburg***, 844 F.3d 400 (4th Cir. 2016)

35. TRAINING & EDUCATION
(July 2026)

I. POLICY

It is the policy of the Prince George's County Police Department to ensure that all employees are trained according to best practices. This training takes place initially during basic training and then continues annually at in-service training. Additional internal and external training programs are available to employees who wish to further enhance their knowledge and skills.

II. CHECKLIST (N/A)

III. DEFINITIONS

Training and Education Division (TED): Includes Basic Officer Training, Advanced Officer Training, Specialized Training Section and the Firearms Training Section

Field Training Officer (FTO): An experienced sworn officer who serves as a trainer, coach, and role model for a probationary officer

In-service training: Required annually to enhance employees' skills and knowledge

Maryland Police and Correctional Training Commission (MPCTC): The body that oversees/governs all training for law enforcement and correctional officers throughout the State

Per Diem: Funds advanced to an employee to cover expenses while on authorized travel

IV. FORMS

- Travel Request (PGC Form #109)
- Inter-Office Travel Memorandum
- Expense Reimbursement Request (PGC Form #108)
- Evaluation of Training Survey (PGC Form #4585)

V. PROCEDURES

1. Basic Officer Training
(MPCTC Regulation .09/COMAR 12.04.01)
(CALEA 33.4.1, 33.4.2)

Prior to being authorized to carry a weapon or make arrests, all student officers shall complete an MPCTC approved course of instruction at the Training and Education Division (TED) and successfully master all required course objectives. This training shall include a block of instruction on Crisis Intervention and Dealing with Mentally Disordered Individuals.

Basic Officer Training shall also include:

- A curriculum based on tasks of the most frequent duties of sworn personnel who complete the training
- Use evaluation techniques designed to measure competency in the required knowledge, skills, and abilities
- An orientation handbook issued to all new recruit personnel at the time academy training begins

2. Field Training
(MPCTC Regulation .21/COMAR 12.04.01)
(CALEA 33.4.3)

Upon graduation from TED, probationary officers shall be required to successfully complete the 47 working days Field Training Program, and 40 hours with a Community Engagement Unit. ***See:*** **VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM**.

3. Field Training Officer (FTO) Training

(CALEA 33.4.3.b)

Officers wishing to serve as Field Training Officers must successfully complete a 40-hour training course in order to be certified. FTOs must also successfully complete periodic re-certifications. ***See:*** **VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM**.

4. In-Service Training

(MPCTC Regulation .12/COMAR 12.04.01)
(CALEA 33.5.1)

The Department requires that all sworn employees (Lieutenant and below) and all civilian employees (G-27 and below) attend in-service training. Sworn employees shall attend in-service training, inclusive of legal updates, annually; civilian employees shall attend in-service training when directed.

Prior to the commencement of training, TED shall submit the proposed training curriculum to MPCTC for approval and issuance of an MPCTC Course Approval Number. In addition to listing the legal updates that will be taught, the MPCTC Course Approval Application shall indicate:

- The topics to be studied
- The time allocated to each topic
- A brief explanation of why the topic is included in the curriculum, in terms of current job needs

TED will record the attendance of employees at in-service training in each employee's training file. Since attendance at and successful completion of in-service training is required by the Department and MPCTC in order to be certified as a law enforcement officer in Maryland, the failure or refusal to attend and successfully complete the annual in-service training shall be considered insubordination and shall subject the affected employees to administrative and/or disciplinary action, with a maximum penalty of dismissal.

The only exceptions to this requirement are when, an employee is in a leave status that prevents them from carrying out the normal duties of their job.

At least once every three years, TED will ensure that training is provided for Department personnel regarding the collection, processing, reporting, and legal requirements relating to criminal intelligence information and suspicious incidents. The training may be in the form of a class or seminar, roll-call training, or the publication and distribution of a training bulletin.

Sworn Employees – Lieutenant & Below

At a minimum, sworn employees' in-service training shall include training on and/or review of the following:

- Use of force procedures
- Less-lethal weapons
- Firearms qualifications
- Cultural diversity, including biased-based profiling
- Interaction with citizens
- Objectives required by MPCTC
- Processing Area Procedures (every two years)
- Legal Updates

Sworn Employees – Captain & Above & Civilian Managers

Command level training, which includes legal updates, for sworn personnel the rank of Captain and above and civilian personnel

G-28 and above will occur on an annual basis as designated by the Chief of Police.

Civilian Employees – G-27 & Below

Civilian employees, G-27 and below shall attend in-service training when directed to do so by the Chief of Police or their designee.

Yearly in-service training for civilian employees will cover guidelines for recognizing persons suffering from mental illness

5. Annual Use of Force Training

(MPCTC Regulation .11/COMAR 12.04.02)
(CALEA 4.3.3)

The Department will ensure that all recruits, officers, Supervisors, and Commanders receive annual training on the Department's policies governing the use of force. Such training will address the following topics:

- The Department's Use of Force policies
- Proper use of force decision-making, using real-life examples and interactive exercises to illustrate and emphasize proper use of force decision-making
- The Department's use of force reporting requirements
- The Fourth Amendment and other constitutional requirements
- Proficiency in the use of chemical agents from a certified instructor
- Proficiency in the use of the conducted electrical weapons (CEW) by a certified instructor
- Proficiency in the use of other less-lethal weapons and soft/hard empty hand control techniques, by appropriately certified instructors at least every other year
- De-escalation techniques (such as disengagement, area containment, surveillance, waiting out a subject, summoning reinforcements/calling in specialized units, or delaying arrest) that encourage officers to make arrests without using force, even when the use of force would be legally justified
- Safe and alternative techniques for extracting subjects from stationary vehicles and disabling such vehicles
- Threat assessment
- Factors to consider when initiating or continuing a vehicle or foot pursuit
- Conflict management

As practical, the Department will conduct use of force training by squad or unit.

6. Complaint Training

The Department will provide training to all its officers on the complaint process. In addition, it will develop a protocol for employees governing appropriate conduct and responses in handling citizens' complaints.

7. Complaint Evaluation Training

(CALEA 33.8.2)

The Department shall provide training to all sworn supervisors on appropriate burdens of proof, as well as the factors to consider when evaluating complainant or witness credibility.

8. Civilian Supervisor Training

(CALEA 33.8.2)

Civilian Supervisors will receive appropriate training in topics that can support in the development of their subordinates, which include but are not limited to:

- Ethics
- Leadership

- Past Performance Appraisal System

9. Supervisor School

(MPCTC Regulation .13/COMAR 12.04.01)
(CALEA 33.8.2)

Upon promotion to the rank of Sergeant, officers will successfully complete MPCTC approved Supervisor training, within one year of promotion, unless the officer successfully completed MPCTC approved Supervisor training within the two years preceding the promotion.

10. Administrator School

(MPCTC Regulation .13/COMAR 12.04.01)
(CALEA 33.8.2)

Upon promotion to the rank of Lieutenant, officers will successfully complete MPCTC approved administrator training, within one year of promotion, unless the officer successfully completed MPCTC approved Supervisor training within the two years preceding the promotion.

11. Roll Call Training

(CALEA 33.5.2 – Advanced)

Upon request from District/Division Commanders/Managers, TED will also develop and present specialized training. During roll call, Supervisors or designated OICs shall provide continued training

through:

- Review of use of force procedures
- Critique of specific police incidents
- The use of training modules
- The use of training videos
- District/Division Commanders/ Managers shall confirm attendance and completion of any roll call training via a sign in sheet and testing instrument, if applicable. The attendance sheets and tests shall be submitted to TED for inclusion in their training records file.

12. Critical Incident Plan Training

(CALEA 46.1.9)

Annual Training/Exercise

Annually, affected agency personnel shall receive documented training on the agency's All-Hazards Plan, in conjunction with the Incident Command System (ICS).

Biennially, the agency shall conduct documented training, consisting of a tabletop or full-scale exercise, to assess its management of the All-Hazards Plan and ICS.

13. Response to Mentally Ill Persons

(CALEA 41.2.7)

All Department personnel shall receive basic training on interacting with individuals suspected of experiencing mental health issues. This training shall be provided at the start of employment and refreshed annually.

14. Bias-Based Profiling Training

(CALEA 1.2.9)

TED will coordinate initial academy training on unlawful and improper bias, as well as annual refresher training on bias-related issues, including legal aspects, for all affected personnel.

TED shall also coordinate re-training on unlawful/improper bias for any unit or officer when requested by the Chief of Police.

15. Physical Testing Programs

(Maryland Public Safety Article §3-209)
(CALEA 22.2.2)

The Training and Education Division will administer the Physical Testing Programs for sworn officers. TED will provide information necessary for officers to attend and complete testing programs.

Physical Agility Assessment Requirement (PAAR)

The PAAR test is an annual mandatory test, required by MPCTC, to establish an officer's continuing fitness to carry out their assigned duties. Officers must take and pass the test each year to maintain their police certification.

Fitness Indicator Test (FIT)

The FIT Test is an annual voluntary program for incentive pay. Participating officers will be compensated pursuant to the provisions of the FOP Labor Agreement.

16. Remedial Training

(CALEA 4.3.3.c & 33.1.5)

When a supervisor identifies an employee who demonstrates a lack of skill, knowledge, or ability in job performance, such as deficiencies in report writing, interpersonal communication, response to calls for service, or other routine duties, the supervisor shall initiate appropriate remedial training.

This may include, but is not limited to:

- Review of relevant policies, procedures, and written directives
- Critique and analysis of specific police incidents
- Utilization of training modules and instructional videos
- Direct instruction and on-the-job guidance

The supervisor shall document all remedial training provided in an inter-departmental memorandum and forward the documentation to the Training and Education Division (TED) for inclusion in the employee's official training record.

If the employee's performance deficiencies involve specialized skills, such as firearms proficiency, less-lethal weapons, defensive tactics, pursuits or driving, the supervisor shall coordinate with TED to arrange appropriate remedial training. In such cases, TED shall:

- Establish a written timeframe for the completion of remedial training
- Document all aspects of the training, including objectives, methods of instruction, evaluation criteria, and completion status

This section does not exempt personnel from any remedial training mandated by the Statewide Police Disciplinary Matrix, nor does it preclude the imposition of appropriate disciplinary action.

See: **VOLUME I, CHAPTER 8. DEPARTMENTAL ACCIDENTS**

17. Ethics Training

(CALEA 1.1.2)

TED is responsible for ensuring all personnel receive ethics training, biennially.

18. Accreditation Familiarization

(CALEA 33.5.3.a)

Accreditation Section staff will familiarize all Department personnel with the law enforcement accreditation process:

- Within 30 days after their employment begins
- During the self-assessment phase
- Just prior to an on-site assessment
- At other times deemed necessary or as scheduled

19. Hazardous Material Awareness Level Training

(CALEA 46.3.2)

Officers shall receive hazardous material awareness level training at the beginning of employment. In-service training will be provided at the direction of the Chief of Police.

20. Training for Newly Appointed Civilian Personnel

(Administrative Procedure 214)
(Personnel Law, Section 16-207)

Through the County's and the Department's New Employee Orientation Program, and coordinated by the Police Personnel Division, all newly appointed civilian employees shall receive training and information on:

- The Department's role, purpose, goals, policies, and procedures
- Working conditions and regulations
- Responsibilities and rights of employees
- Ethics
- Guidelines for the recognition of persons suffering from mental illness

Once a new civilian employee has reached their jobsite, additional job-specific training will be provided to them.

21. Internal Training

Any Departmental employee may submit recommendations for training classes, in writing through their chain of command, to the Commander, TED for consideration.

Any Division offering formal Departmental training programs such as an investigator's school, radar certification, or hostage negotiator school, shall submit the following through the chain of command to the Commander, TED for approval prior to the training:

- Schedule
- Standardized lesson plan
- Testing instrument
- Copies of all handouts/audio visual aids
- Instructor list

The Commander, TED, or their designee will review the curriculum for adherence to standards established by the Department, and MPCTC, if applicable. The Commander, TED will notify the requesting Commander/Manager of approval or disapproval.

The Commander, TED, or their designee will submit the approved curriculum to the MPCTC for program approval numbers, when applicable.

The Commander, TED, or their designee shall conduct random audits of Departmental training programs to ensure compliance with the lesson plan and MPCTC standards.

22. External Training

An employee having information concerning available training programs of benefit to Departmental personnel shall forward the information through their chain of command to the Commander, TED.

Employees representing themselves as members of the Department as a criterion to attend training programs not sponsored or funded by the Department, must notify and receive approval from the Commander, TED before attending.

An employee who wishes to attend training that requires the use of a County vehicle or administrative leave, shall submit a written request through their chain of command to their Deputy Chief. The Deputy Chief will then forward it to the Chief of Police, with a copy to the Commander, TED.

An employee who wishes to attend training that requires any type of County funding or grant funding shall complete a request packet at least 60 days prior to the training. The request packet shall include:

- The Travel, Training, and Seminar Request Form with brochures, agenda, itinerary, and costs and/or per diem regarding the training, attached
- The Inter-Office Memorandum Form
- A memorandum, prepared by the requesting employee, from the Chief of Police to the Public Safety Director justifying the costs associated with the training
- An electronic copy of the above-referenced memorandum

The completed packet will be forwarded through the requestor's chain of command through the Fiscal Management Division (FMD) to their Deputy Chief, who will then forward it to the Chief of Police, with a copy to the Commander, TED.

County or grant funded training requests are authorized by the Chief Administrative Officer. Any such training requests that are approved by the Chief of Police will be returned to FMD for further processing before they are forwarded to the Office of Management and Budget and the Office of Chief Administrative Officer, respectively, for authorization.

Fiscal Management Division Responsibilities

When FMD is notified of the Chief of Police's approval at least 60 days before the date of the program/seminar, FMD will secure advance travel funds for the employee. FMD will also contact the affected employee to finalize travel arrangements.

Sufficient processing time is needed to secure advance travel funds for the employee. When time factors make it impossible to secure advance funding within the 60-day time limit, the employee will be reimbursed for authorized expenditures upon submission of original receipts and completion of appropriate forms.

When the cost involved for the training is less than $50 per person, the employee will pay the necessary cost in advance, obtain receipts, and request reimbursement from FMD.

Disbursement of advanced or reimbursed funds will be made according to Department and County regulations.

Travel advances will not be paid more than 15 days prior to commencement of travel. The per diem amount will be paid in

accordance with Administrative Procedure 640.

Within 10 days of returning from training that was paid for by County or grant funds, the employee must report to FMD to reconcile the Travel Request and Expense Reimbursement Request forms. The employee must bring original receipts for all expenditures, including a detailed hotel bill (whether paid in advance or not) to FMD. Registration or meal fees that are paid in advance by the County's Office of Finance do not require receipts.

Evaluation

Immediately following participation in an external training program, the employee shall complete an Evaluation of Training Survey and forward it to the Commander, TED. Considering the evaluation, the Commander, TED will determine if future attendance by Departmental employees is in the best interest of the agency. The Commander, TED shall document their conclusion in a memorandum and submit it to the Chief of Police.

Travel in County Owned Vehicles

See: **VOLUME I, CHAPTER 10, DEPARTMENTAL VEHICLES**

Travel in Personal Vehicles

(Administrative Procedure 640)

The use of privately-owned vehicles is permissible if it is determined to be advantageous to the County or when County vehicles are not available. However, employees cannot be required to use their private vehicles in any official travel capacity if they choose not to do so. Employees who choose to use their own vehicles shall refer to Administrative Procedure 640 for the established mileage allowance.

23. Training Records

The Commander, TED, or their designee, will ensure that the Department maintains records of lesson plans and training materials. They shall ensure that the most current training documents are maintained in a central file system and are clearly dated.

Additionally, training records shall be maintained for each employee. These records shall contain information regarding courses that the employee has attended, to include the course curriculum, duration, and the name of the instructor. These records shall be updated as soon as practicable each time an employee completes a course.

Employees completing external training programs shall provide TED with a copy of their course certificate for inclusion in their file.

24. Commander, Training & Educuation Division (TED) Responsibilities

Use of Force

The Commander, TED or their designee will coordinate semi-annual reviews of all use of force policies for quality, consistency, and compliance with applicable laws. The Commander, TED shall also ensure that use of force training adheres to Department policies.

Quality Control

(MPCTC Regulation .12/COMAR 12.04.01)

Consistent with Maryland law and MPCTC standards, the Commander, TED or their designee shall:

- Develop and implement use of force training curricula
- Ensure the quality of all use of force training
- Conduct regular assessments to ensure that use of force training is responsive to the knowledge, skills, and abilities of officers
- Select and train training officers
- Develop, approve, implement, and oversee all in-service training
- Develop, approve, implement, and oversee roll call training
- Establish procedures for evaluating all training methods and curricula

All training will be provided in a manner consistent with Department policy, laws, and proper police practices. The Department will ensure that only approved lesson plans are taught by instructors.

25. Training Committee

The purpose of the Department's Training Committee is to advise the Chief of Police regarding policy and curriculum. The Commander, TED, or their designee shall serve as the chair. The Committee shall be comprised of the following individuals (or their designees):

- Deputy Chief, Bureau of Patrol
- Deputy Chief, Bureau of Investigation
- Deputy Chief, Bureau of Homeland Security
- Deputy Chief, Bureau of Administration
- Executive Manager, Bureau of Forensics
- Commander, IAD-Planning and Research Division
- Commander, Special Operations Division
- District Station Commanders
- Commander, Advanced Officer Training
- Commander, Basic Officer Training
- Commander, Specialized Training
- Deputy County Attorney, County Office of Law
- FOP 89 Representative
- PCEA Representative
- 4 non-commissioned officers – selected by the Deputy Chiefs

The chair may appoint other employees to assist the committee. If a committee member is reassigned, the Chief of Police will appoint a replacement from the respective component.

The Training Committee shall meet in March and September to assess:

- All use of force training and policies to ensure compliance with applicable laws
- Best practices regarding use of force
- National and international training trends that enhance the Department's goals and objectives
- New technologies and their potential applications

The Committee shall report its findings and recommendations, in writing, to the Chief of Police annually.

26. Career Development

The Department's career development program is geared toward developing the knowledge, skills, and abilities of all personnel through entry-level and annual in-service training and educational programs. Career development is supported by the Past Performance Appraisal system (***See*: VOLUME I, CHAPTER 28. PERFORMANCE APPRAISALS**).

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

Governing Legislation:

- General Regulations for the Maryland Police Training Commission, COMAR 12.04.01.13, COMAR 12.04.02.13
- Maryland Public Safety Article §3-201 and §3-209
- Maryland House Bill 670 – 2021

References:

- Training and Education Division SOP
- Fiscal Management Division SOP
- Administrative Procedure 640

36. UNIFORM & GROOMING REGULATIONS

(October 2026)

I. POLICY

(CALEA 22.1.6 & 26.1.1)

Employees shall only wear, use, or display uniform or equipment authorized by the Department or approved by their Commander for specific assignments. This does not apply to authorized firearms.

Employees are expected to maintain a professional, business-like appearance at all times while on duty or in the workplace. Maintaining a professional image is an ongoing requirement for employment with Prince George's County Government.

All law enforcement officers assigned to or operating on behalf of a law enforcement agency within the State of Maryland shall remain clearly identifiable while performing their official duties.

The wearing of identification on uniforms promotes public safety while preventing law enforcement impersonation.

TED shall ensure all current and newly sworn officers receive training on the uniform identification requirements of this policy.

II. CHECKLIST (N/A)

III. DEFINITIONS

Authorized Equipment: All Departmentally issued equipment, vehicles, or buildings. This includes all property contained within buildings or vehicles. Other equipment/property specifically assigned to an employee by the Department or other agency, including property coming into Departmental custody through grants, loans, leases, or other temporary arrangements. Personally owned equipment items intended for use while performing official duties or with issued equipment may also be authorized equipment.

Body Art: An art form where the human body serves as the primary medium or canvas, encompassing diverse practices like tattoos, piercings, scarification, modification, etc.

Body Modifications: The intentional alteration of the body, head, face, or skin resulting in an abnormal appearance. This includes the following:

- Earlobe stretching (gauging or scalpelling)
- Transdermal implantation of any object other than hair replacement
- Teeth or tongue alterations
- Scarification resulting from patterned burning, branding, or cutting

Business Attire: A conservative suit, or the following items with a blazer:

- Complementary slacks
- Dress shirt and a tie
- Skirt with a blouse
- Dress
- Business-appropriate footwear

Business Casual Attire: A mix of conservative and casual clothing which includes a sport coat or casual blazer, collared shirt or casual button-down, tie (optional); casual slacks like khakis or chinos, dark jeans, belt, dress shoes, loafers or nice boots, high-end athletic shoes, collared or non-collared blouse, slacks (at least three-quarters length), dress or skirt (at or below the knee), high heels, dress boots or flats, and modest jewelry

Capital Outlay Issue: Initial and replacement equipment items are issued at Departmental expense; includes vehicles, firearms, and radios

Conversational Distance: A physical distance at which two individuals can reasonably engage in an unamplified verbal discussion without straining to hear or be heard, and where eye contact and facial expressions can be clearly observed

Covert Investigation: A discreet investigative method where law enforcement gathers evidence or intelligence of suspected criminal activity without the immediate knowledge of the subject, utilizing tactics such as undercover infiltration, physical or electronic surveillance, and confidential informants

Cultivated Locks: Individual sections of hair that are intertwined from the root to the tip, which creates a uniform ringlet or cordlike appearance. Cultivated locks are different from 'dreadlocks,' which are generally unkempt and not uniform in nature. Cultivated locks require maintenance/upkeep and are uniform in appearance

Dental Ornamentation: The use of gold, platinum, or other veneers or caps to decorate teeth with designs, jewels, initials, or other ornamentation

Face Covering: Any opaque mask, garment, helmet, headgear or item that conceals or obscures the face of an individual

Gigline: The vertical line defined by the shirt closure, edge of belt buckle, and trouser fly pleat

Identification (Visual): A law enforcement officer's department, last name, and badge number or identification number

Issued Equipment: Any Department-controlled item assigned to an employee or component for official use

Law Enforcement Agency: A government police force, sheriff's office or law enforcement organization within the State of Maryland, another state or political subdivision of another state, or the federal government

Law Enforcement Officer: A sworn member of a law enforcement agency

Purchase System: Replacement uniform/equipment items (following initial issue) purchased by an employee

Quartermaster System: New and replacement uniform/equipment items issued to employees at Departmental expense

Sleeve Tattoo: A large tattoo, or a collection of smaller tattoos, that covers most or all of a person's arm, usually from shoulder to wrist

Special Tactical Response: Two or more officers, who have been specially trained, and have the ability to execute a strategic response to resolve critical incidents that may exceed the capabilities of traditional law enforcement officers and investigative unit personnel

Uniform of the Day: The traditional uniform comprised of the gray or white uniform shirt, and French blue trousers with black mohair stripe

Utility Uniform: The navy blue basic duty uniform or the green basic duty uniform that is used by Emergency Services Team/SOD

Visible Minimum Mandatory Identifiers:

- Last name of the officer
- Unique employee identification number
- Name of the Department

IV. FORMS

- Case Report
- Inter-office Memorandum (PGC Form #836)

V. PROCEDURES

1. Wear & Display of Uniforms

Uniforms shall be worn in their entirety as intended. Uniforms shall be clean, pressed and serviceable, and shall not display excessive wear. Buttons, except as noted, shall be buttoned at all times and fastened where intended. Brass items shall be polished, with lettering blackened.

Uniform articles shall not be worn with non-uniform clothing articles except for incidents when an authorized identification item is used or at the firearms range.

The provisions of this section are binding upon all officers, both on-duty and off-duty. Temporary exceptions can be made by the Division Commanders according to operational necessity. Details of all temporary exceptions shall be communicated in writing to the appropriate Deputy Chief, who will forward to the Chief of Police. All permanent changes to this section can only be made by the Chief of Police.

Employees are responsible for the care, security, and proper maintenance of all Departmental uniforms issued to them.

Religious Exemptions

Officers may request a religious exemption (i.e., head covering, clothing, object, symbol, or other items of religious significance) from the Chief of Police. The request shall be submitted through the officer's Chain of Command to the Chief of Police. A determination by the Chief of Police or their designee will be made on a case-by-case basis, considering any potential safety issues and operational concerns.

Religious items or articles that are authorized may be worn with a uniform, but they shall not interfere with the proper wear or functioning of protective clothing or equipment (e.g., riot helmet, gas mask) or interfere with the performance of required job duties.

Officers are responsible for all costs associated with procuring and maintaining their articles of faith.

2. Uniform Issue, Purchase, & Disposition

Issued Items

Departmental property issued to officers from the Clothing and Supply Unit is listed on the Receipt of Police Department Property Issued form, which is maintained at the Clothing and Supply Unit.

Recruit officers receive an original uniform issue at Departmental expense. Items replaced due to change in rank, except badges, are purchased at personal expense.

Purchased Items

Uniforms and equipment shall be ordered through the Clothing and Supply Unit. Officers shall not purchase items from unapproved vendors.

Uniforms and equipment that have become unserviceable through normal wear, except capital outlay items, are replaced at the officer's expense.

Uniform Allowance

The uniform allowance is disbursed in accordance with negotiated labor agreements.

Security Officers & Crossing Guard Uniforms

Security officers and crossing guards are issued uniforms and equipment in accordance with the quartermaster system.

Lost, Damaged, or Stolen Uniforms

When uniform items are lost, damaged, or stolen, the officer shall immediately submit a Case Report to their Supervisor.

The Supervisor shall forward a copy of the Case Report to the employee's Commander/ Manager. The Supervisor shall also send a Departmental email message containing descriptions, identification numbers, and markings of lost or stolen uniform items, as appropriate.

Supervisor's Investigative Responsibilities

The officer's Supervisor shall determine whether the loss, damage, or theft warrants a formal investigation; if so, the Supervisor shall conduct the investigation. Through investigation, the Supervisor shall determine whether employee negligence caused the loss, damage, or theft and whether disciplinary action is warranted.

Formal investigations shall be conducted in accordance with the directives in **VOLUME I, CHAPTER 22. INTERNAL INVESTIGATIVE PROCEDURES**, section **11. Lost, Damaged, or Stolen Equipment**.

Replacement of Lost, Damaged, or Stolen Uniforms

The employee's Supervisor shall submit an Inter-office Memorandum, with a copy of the Case Report attached, through the Chain of Command to the Fiscal Management Division requesting replacement of the item. Upon approval of the memorandum by the appropriate Deputy Chief, the employee may obtain the replacement item from the Clothing and Supply Unit. Uniform items may be replaced prior to the conclusion of a Supervisor's investigation.

If it is determined the employee was negligent for the loss, damage, or theft of a uniform item, the Commander/Manager shall determine if the employee should make restitution and submit that recommendation to the Chief of Police. The Chief of Police may order the employee to pay for the repair or depreciated replacement cost of the item, as appropriate. Restitution does not, in and of itself, constitute a disciplinary action.

If it is determined that the employee was not at fault for the loss, theft, or damage of the item, the replacement shall be at no cost to the employee.

When available, destroyed or damaged items shall be submitted to the dispersing Division at the time of replacement.

Lost, Damaged, or Stolen Security Officer & Crossing Guard Uniforms

Cases of lost, damaged, or stolen Security officer or Crossing Guard uniforms are handled in the same manner as cases involving officer's uniforms.

Disposal of Unserviceable Uniform Items

Unserviceable items, which were issued under the quartermaster system, shall be returned to the Clothing and Supply Unit. Unserviceable items, which were obtained under the purchase system, that are to be disposed of or worn for leisure shall have all patches, insignia, and stripes removed. The items may be turned into the Clothing and Supply Unit for disposal.

3. Types of Uniforms

The uniform of the day consists of the French blue uniform trousers with black mohair stripes. Non-commissioned officers (NCOs) shall wear the gray uniform shirt; Commissioned officers shall wear the white uniform shirt.

The utility uniform consists of the dark blue uniform shirt and trousers.

Dress Uniform, Non-Commissioned Officers

The dress uniform consists of the long-sleeved gray shirt, tie with tie device, and the following:

- Blouse with the following items:
  - American flag pin
  - Authorized unit patch
  - Awards and decorations
  - Breast badge in holder
  - Collar ornament with State seal
  - Marksmanship medal
  - Nameplate
  - Rank insignia
  - Service stripes (one for each three years of service)
  - Whistle and hook
- Dress uniform shoes
- Authorized police equipment belt with brass buckle and the following:
  - Authorized firearm and holster
  - Magazine holder and magazines
  - Authorized handcuff case with handcuffs
  - Cross strap

Blouse & Accoutrements

Nameplate: Worn with bottom edge against top of shirt pocket flap and centered above the flap.

Whistle and cord: Worn as shown.

Whistle hook: Worn ¼" and centered below the center point of the right pocket flap.

Marksmanship medal: Worn ¼" and centered below the top of the left pocket flap.

Awards: Worn above the left pocket. ***See: Awards***

Collar ornament with State seal: Inside edge ½" from inside collar edge, and outside bottom edge closest to top collar point is 1¾" from this point.

The eight-point hat shall be readily available.

Insignia pins may be displayed on the blouse in accordance with section **7. Uniform Accoutrements,** ***Insignia Pins***, of this chapter.

Dress Uniform, Commissioned Officers

The dress uniform consists of the long-sleeved white shirt, tie with tie device, and the following:

- Blouse with the following items:
  - American flag pin
  - Authorized unit patch
  - Awards and decorations
  - Breast badge in holder
  - Collar ornament with State seal
  - Marksmanship medal
  - Nameplate
  - Rank insignia
- Dress uniform shoes
- Cloth belt (optional)
- White dress gloves

The eight-point hat shall be readily available.

Insignia pins may be displayed on the blouse in accordance with section **7. Uniform Accoutrements,** ***Insignia Pins***, of this chapter.

Winter Uniform of the Day

This uniform includes:

- Authorized footwear
- Garrison belt
- Long-sleeved gray or white shirt with badge and nameplate
- Police equipment belt with accoutrements (optional for commissioned officers)
- Load bearing outer vest carrier with accoutrements (optional)
- Socks
- Tie and tie device
- Trousers
- Eight-point hat (optional)

Summer Uniform of the Day

This uniform includes:

- Authorized footwear
- Garrison belt
- Police equipment belt with accoutrements (optional for commissioned of officers)
- Load bearing outer vest carrier with accoutrements (optional)
- Gray or white short-sleeved shirt (top button opened) with badge and nameplate
- Socks
- Trousers
- Undershirt
- Eight-point hat (optional)

Utility Uniform

The utility uniform manufactured by Spiewak® and available through the Clothing and Supply Unit is the current utility uniform that is authorized for wear. The previous utility uniform, made by Blauer, may continue to be worn until no longer serviceable. The authorized utility uniform consists of:

- Authorized footwear
- Garrison belt
- Navy blue long or short-sleeved shirt with sewn in military-style creases (top button opened)
- Navy blue BDU-style trousers (not bloused)
- Police equipment belt and accoutrements (optional for commissioned officers)
- Load bearing outer vest carrier with accoutrements (optional)

- Badge and nameplate

The eight-point hat and tie are prohibited for wear with the utility uniform.

Rank insignias shall be affixed to the utility uniform in the same manner as the uniform of the day.

The utility uniform is authorized for wear on all shifts and court appearances.

Officers assigned to SOD, Emergency Services Team (EST) are the only officers authorized to wear green utility uniforms and matching green jackets.

Only SOD officers are authorized to:

- Blouse their pants
- Have their name and the police badge embroidered directly on the utility uniform
- Have an embroidered patch with the police badge and name affixed to the utility uniform

Investigator's Attire

Investigators may wear business attire or any authorized police uniforms as appropriate.

Investigators are only allowed to wear the authorized load bearing outer vest carrier over their clothing where body armor regulations apply. ***See***: **VOLUME I, CHAPTER 17. EQUIPMENT**.

Investigators assigned to the Narcotics Enforcement Division (NED), Violent Crime Section Fugitive Squad, Auto Crimes Section, and the Gang Section, may be exempt from wearing uniform attire. They are not exempt from wearing the authorized load bearing outer vest carrier over their clothing where body armor regulations apply.

Exceptions to this section may only be made by the Chief of Police.

Bike Patrol Uniform

The only authorized bike patrol uniform is outlined in the Bike Patrol SOP. Officers are only authorized to wear the uniform with Supervisor's approval. ***See*: VOLUME II, CHAPTER 22. DEPARTMENTAL PROGRAMS.**

Security Officers Uniforms

Security officers shall wear the summer or winter uniform of the day or utility uniform, without the police equipment belt. The Security officer badge is worn in lieu of the police breast badge. The following are authorized for wear on the garrison belt:

- Departmental cellular telephone
- Keyring
- Portable radio clip

Coverall Uniform

A Supervisor may authorize the wearing of the coverall uniform to perform temporary duties in soiled environments or as otherwise directed. Rank insignia is not worn with this uniform.

Uniforms & Secondary Law Enforcement (Extra-Duty) Employment

The summer or winter uniforms of the day (to include the turtleneck/mock turtleneck), or dress uniform are authorized for wear for extra-duty employment. The utility uniform

may also be worn for extra-duty employment.

4. Uniform Wear Criteria

The dress uniform is authorized anytime a uniform may be worn. The long and short sleeve utility uniform and uniform of the day are authorized to be worn year-round.

5. Equipment Belt Optional In Certain Facilities

Within police or County facilities, the summer or winter uniform of the day or utility uniform may be worn without the police equipment belt. Within any area open to the public, an authorized firearm and holster shall be worn.

6. Badges

Authorized badges are those approved by the Chief of Police for issue or purchase.

Officers are issued one breast badge, one flat badge, and one hat badge. Officers may purchase one additional hat and breast badge. Officers in investigative components may purchase one flat investigative badge from the Clothing and Supply Unit.

Except for uniforms that display an embroidered Prince George's County Police Department badge on the left chest, curved badges shall be worn on the left side of the uniform shirt and outer garments. Flat badge use is limited to non-uniform identification purposes.

Specialty and Commemorative Badges

Only the following specialty badges may be worn during the designated time period:

- Inauguration badge: January 1 to January 31. This badge may be worn during the brief period leading up to and following the inauguration of the President of the United States. Only the badge for the current inaugural period is authorized and badges from previous inaugurations shall not be worn.
- Autism Awareness badge: April 1 to April 30
- Mourning badge: May 1 to May 31
- Pride badge: June 1 to June 30
- Breast Cancer Awareness badge: October 1 to October 31

The Chief of Police or their designee may authorize additional badges.

When authorized by the Chief of Police, officers may wear the black mourning band across the standard issued badge, to honor Line of Duty Deaths.

Officers may retain any badges purchased for specific occasions, such as Inaugural badges. Badges shall not be sold, transferred, or presented to anyone without the approval of the Chief of Police.

Change of Rank & Separation Procedures

Upon change of rank, officers shall obtain a new Departmental photo identification card from the Police Personnel Division, before obtaining a new badge.

Upon change of rank, officers shall submit their issued breast and flat badge to the Clothing and Supply Unit and shall receive a replacement for each. Officers who have purchased additional breast badges may keep those badges and purchase an additional badge for the rank to which they are assigned. Officers may keep one badge of each achieved rank.

Upon separation from employment, officers shall turn in all issued badges to the Clothing and Supply Unit. Officers will be reimbursed for purchased badges if they choose to turn them in. Officers that have not retained a badge for each achieved rank may submit a memorandum to the Chief of Police requesting permission to purchase them.

7. Uniform Accoutrements

Marksmanship Medals

The marksmanship medal worn shall represent the current qualification rating of the wearer.

Nameplate

(*Public Safety Article, §3-207(p)and(q), 3-535, and 3-536)*

The authorized nameplate, which is identifiable at a conversational distance, is gold colored and rectangular, with rounded edges, beveled ends, 1 cm tall by 5½ cm wide, and bears the officer's last name centered on the plate in black, upper-case Roman lettering. A nameplate will also include the officer's identification number.

Other styles of nameplates previously obtained from the Clothing and Supply Unit that do not include the officer's identification number may not be worn.

A nameplate shall be displayed front-facing on the outermost garments, including outerwear and protective clothing including jackets, vests, and weather gear.

Officers utilizing a water safety device while on a boat are required to display a Department patch bearing the name "Prince George's County Police," with the officer's last name and identification number.

Nameplate Exceptions and Reporting

If an active field emergency or an imminent, demonstrable threat to the health or safety of an officer requires identification to be temporarily obscured or removed, a deviation from the policy is permitted strictly for the duration of the imminent threat.

If an officer obscures or removes their identification under this section, the officer must document the specific type, context, and duration of the threat in a Case Report, after action report, or other similar document following agency protocol.

Nameplate Non-Applicability

Officers working in an undercover capacity, in plain clothes, in a non-uniformed status, on a covert investigation or while off duty are not required to wear a nameplate.

Patch

The official Departmental patch, which includes the Department's name, shall be worn on the left shoulder of the uniform or in another visible location approved by the Chief of Police. The patch shall be affixed to the officer's primary piece of clothing, remain visible, and be identifiable at a conversational distance.

Awards

Ribbons displayed on the blouse shall be positioned immediately above the left pocket. Valor medals may be worn in place of the award ribbon only on the dress uniform.

Ribbons displayed on gray or white uniform shirts shall be positioned immediately above the left pocket, below the badge. The badge

may be adjusted upward to provide a ¼" clearance above the top ribbon row. Multiple ribbons should be affixed with a multiple-ribbon bar holder. Only one ribbon of each type may be displayed. Subsequent awards of the same type shall be denoted by an additional star placed upon the original ribbon. When a fifth award of any ribbon type is earned, the stars are replaced with an oak leaf cluster. Additional stars and oak leaf clusters shall be affixed to the original ribbon as appropriate.

A maximum of three ribbons shall be displayed on any one row. If additional rows are needed, the lower rows shall have three ribbons, with only the uppermost row having less than three.

The white half of valor medals shall be positioned to the inside toward the gigline.

Order of Precedence

Ribbons shall be arranged in order of precedence from highest to lowest, starting nearest the centerline and working outward. When multiple rows are needed, higher awards shall be displayed in the upper rows. The order of precedence is:

1. Gold Medal of Valor
2. Silver Medal of Valor
3. Bronze Medal of Valor
4. Critical Injury/Injury Citation
5. Police Officer of the Year
6. Chief's Special Achievement Award
7. Chief's Award
8. Award of Merit
9. Special Achievement Citation
10. Unit Citation
11. University of Maryland Citation
12. Baltimore Citation
13. US Capitol Citation
14. Domino Award
15. Division Commander's Award
16. Officer of the Month
17. Pandemic Citation
18. Lifesaving Award
19. Good Conduct Award
20. Non-Departmental Award
21. Departmental Service Award
22. Military Service Award

Insignia Pins

Officers may wear a maximum of two insignia pins on any uniform outer garment or uniform shirt, except rain gear. When two insignia pins are worn, they shall be side by side, ¼" above the nameplate.

The following are authorized insignia pins:

- Accreditation pin
- Conflict Management team
- FOP pin
- FTO pin (currently qualified FTOs only)

Component Pins

Officers are entitled to wear the authorized pins when assigned to the following components:

- Aviation Unit
- Canine Unit
- CARU
- EST
- Motor Unit
- Recruiting Unit
- Tactical Section
- Violent Crime Section
- Traffic Enforcement Unit

SOD Patch

This patch is worn on the right sleeve of all uniform shirts and all outer garments of officers permanently assigned to SOD. The patch shall be worn centered on the sleeve,

with top edge 1" below the right shoulder epaulet.

National Rifle Association Medal

Recipients may wear the NRA Distinguished Combat Shooter's Award. The award will only be worn on the dress uniform, in place of the issued marksmanship medal.

Tie & Tie Devices

The black clip-on tie is the authorized uniform tie. The collar of the shirt shall be buttoned with the knot fastened over top. Wearing the tie is mandatory with the winter uniform of the day.

Tie devices shall be worn centered on the tie at a point centered on the horizontal line formed by an extension of the tips of the shirt pocket flaps. The authorized tie devices are the issued County seal tie tack and tie bar, if originally issued.

8. Non-Issued Uniform Accessories

Socks

Officers shall wear black or dark blue, non-transparent socks.

Scarves

Authorized scarves are black or navy blue, plain design and even ended. They will be worn inside the collar of the outer garment. They are authorized for wear only with the winter jacket.

Gloves

The only authorized gloves for uniformed officers are plain black or dark blue colored gloves, the material of which covers the entire hand to the wrist. They may be worn during cold or inclement weather, or for officer safety while conducting pat downs. Gloves shall not contain lead, sand, or other weighted material.

Undershirts

Undershirts may be worn with any uniform. The authorized colors for undershirts are navy blue or white, with no lettering or designs visible. Officers may wear a navy blue undershirt with a blue inner vest carrier, or a white undershirt with either a blue or white inner vest carrier.

Turtlenecks

The only turtlenecks authorized for wear are those available for purchase at the Clothing and Supply Unit. The turtlenecks shall be embroidered with "PGPD" on the neck. Officers shall not wear the turtleneck to court. Officers may wear turtlenecks with the winter uniform of the day or the utility uniform.

Officers, the rank of Lieutenant and above shall not wear the turtleneck when wearing the winter uniform of the day.

Face Coverings

Officers are prohibited from wearing face coverings while performing their duties, except as provided below. An officer may wear a Department-approved face covering when necessary to protect the officer's health or safety while performing public safety functions. The following

circumstances are exempt from this prohibition:

- Translucent face shield or clear mask that does not conceal the face
- Medical grade or surgical mask worn to protect against the transmission of disease or infection
- Mask or self-contained breathing apparatus necessary to protect against exposure to toxins, gas, smoke, or other hazardous or harmful environmental conditions
- A protective mask necessary to safely collect, process, or handle evidence
- Mask, helmet, or self-contained breathing apparatus or device necessary for underwater use
- Motorcycle or bicycle helmet when worn by an officer utilizing a motorcycle, bicycle, or other vehicle that requires a helmet for safe operation
- Prescription eyeglasses or standard sunglasses used to block harmful ultraviolet (UV) radiation or bright glare
- Eyewear necessary to protect an individual from the use of retinal weapons or lasers
- Protective tactical gear worn during a special tactical response for the purpose of physical safety
- Garment worn for religious purposes
- A face covering designed to protect an individual from inclement weather, provided the item is worn only while actively exposed to extreme weather elements and is removed when inside or when conditions subside
- Any other item that is worn to comply with applicable health and occupational laws or approved reasonable workplace accommodations

This section does not apply to a law enforcement officer working in an undercover capacity or on a covert investigation.

A generalized or undifferentiated fear and apprehension about law enforcement safety is not sufficient to justify the use of a face covering.

9. Footwear

The following criteria apply to all articles described in this section:

- Visible materials and accoutrements are black
- Labels or lettering shall not be visible

Shoes and boots shall be kept clean and shined. Athletic shoes are prohibited for wear with any uniform.

Shoes

Shoes shall be oxford style (low quarter) or chukka style (ankle high) with lace or zipper closure. Pull-on dress boots are authorized; they must be of a plain design. The body of the shoe may be leather or synthetic but must be of one material. Soles may be leather, rubber, or plastic material.

Boots

The body of the boots may be of leather, synthetic material, or a combination of both. Soles may be leather, rubber, or plastic material. Boots are not required to be capable of retaining a shine. If boots are capable of retaining a shine, they must be shined from the front to at least the laces.

Boots are authorized for wear with any uniform except the dress uniform. When wearing boots, the pants shall not be bloused.

Rain Boots

Only the issued boots are authorized. They may only be worn during periods of precipitation, standing water or snow.

10. Outer Garments

The following are authorized outer garments:

- Blouse
- Winter jacket
- Blauer® bomber-style jacket
- Pullover sweater
- Raincoat
- Intermediate jacket
- 3 and 1 Tac Blauer® or Spiewak® jacket
- Load Bearing Outer Vest Carrier
- Emergency Services Team (EST) outer vest carrier, approved for EST only

Winter jackets may be worn over any uniform except the dress uniform. When worn with the zipper closed, all snaps except the topmost shall also be closed.

Department-authorized intermediate jackets may be worn until they are no longer serviceable. Intermediate jackets are no longer available through the Clothing and Supply Unit and therefore may not be replaced.

The Blauer® jacket is the only authorized bomber-style jacket that is available through the Clothing and Supply Unit; all other bomber-style jackets are prohibited. The front of the jacket shall have the following embroidered on it:

- Prince George's County Police Department badge
- Officer's last name

Authorized outer garments may only be worn with complete police uniforms.

Rain Gear

Officers may wear the issued raincoat or an identical substitute during periods of precipitation. The eight-point hat with rain cover is the authorized headgear for wear with the raincoat.

11. Sweaters

The ribbed, navy pullover sweater may be worn anytime over the winter uniform of the day or utility winter uniform. The sweater may be worn tucked in or left outside the belt.

Pullover (Non-Commissioned Officers)

The NCO sweater has a crew neck design. The collar of the uniform shirt shall be worn inside the sweater. The tie is optional when wearing the sweater. When a tie is not worn, the top button of the uniform shirt shall be unbuttoned.

Pullover (Commissioned Officers)

The commissioned officer's sweater has a "V" neck design. When wearing the white uniform shirt, the tie is mandatory. When wearing the utility uniform, commissioned officers may wear either the crew neck or the "V" neck sweater.

12. Hats

Headgear shall be worn straight and level on the head and is not usually worn indoors.

Uniform Hat

The eight-point hat is authorized for the uniform of the day or dress uniform. Officers wearing these uniforms shall keep a uniform hat readily available. The uniform hat is required when specifically directed by a supervisor or as required elsewhere in written directives. The uniform hat is optional at other times.

Fur Cap

The navy blue fur cap is only authorized for wear during inclement or freezing weather. The hat badge shall be affixed to the front holder. The fur cap is not worn with the dress uniform.

Alternative Winter Hat

The only alternative winter hat authorized for wear are those available for purchase at the Clothing and Supply Unit. This hat may only be worn when the temperature is below 35 degrees and shall not be worn in the courthouse.

The hat shall be worn flush to the head with no slack at the top. The hat may be worn with the grey or utility winter uniforms. It may not be worn with the dress uniform.

Baseball Cap

Department-authorized baseball caps are permitted to wear only with the blue utility uniform. Wearing the cap with any other uniform combination is strictly prohibited. Caps must be purchased at the officer's expense through the Department's Clothing and Supply Unit.

When worn, headgear must be positioned straight and level on the head. The brim must face directly forward, with the front brim on the forehead approximately one and one-half inches above the eyebrows and parallel to the ground. Canting (tilting to the side) or tipping (tilting forward or backward) is not permitted.

Any previously authorized baseball caps are prohibited.

13. Rank Insignia, Commissioned Officers

Commissioned officers wear metal rank insignia on the jacket, blouse and pullover sweater, 1" from the outer edge of the epaulets. Small metal rank insignia are worn on the white or utility shirt collars as described below. Gold piping shall be displayed on the blouse sleeves.

Chief of Police

- Shirt insignia – Four gold stars, straight and centered on the collar with bottom interior point ¾" from inside collar edge
- Blouse sleeve – Five ½" gold stripes, 3/8" apart, beginning 3" from the bottom of the blouse sleeve

Assistant Chief of Police

- Shirt insignia – Three gold stars, centered on the collar with bottom interior point ¾" from inside collar edge
- Blouse sleeve – Four ½" gold stripes, 3/8" apart, beginning 3" from the bottom of the blouse sleeve

Deputy Chief

- Shirt insignia – Two gold stars, centered on collar with bottom interior point ¾" from inside collar edge
- Blouse Sleeve – One ¼" stripe atop three ½" gold stripes, 3/8" apart, beginning 3" from the bottom of the blouse sleeve

Assistant Deputy Chief

- Shirt insignia – One gold star, centered on collar with bottom interior point ¾" from inside collar edge
- Blouse Sleeve – Three ½" gold stripes, 3/8" apart, beginning 3" from the bottom of the blouse sleeve

Major

- Shirt insignia – Gold oak leaf, centered on collar with stem toward collar point, ¾" from inside collar edge
- Blouse sleeve – One ½" gold stripe, 3" from the bottom of the blouse sleeve, followed by a ¼" gold stripe 3/8" above it, followed by a ½" gold stripe 3/8" above the second stripe

Captain

- Shirt insignia – Two gold bars, centered parallel to, and 1" from, inside collar edge
- Blouse sleeve – Two ½" gold stripes, 3/8" apart, beginning 3" from bottom of blouse sleeve

First Lieutenant

- Shirt insignia – One silver bar, positioned same as captain
- Blouse sleeve – One ½" gold stripe, 3" from bottom of blouse sleeve

Lieutenant

- Shirt insignia – One gold bar, positioned same as captain
- Blouse sleeve – One ½" gold stripe, 3" from bottom of blouse sleeve

14. Rank Insignia, Non-Commissioned Officers

Officers of the ranks of Police Officer First Class through Sergeant shall wear chevrons. Large wool chevrons (with navy blue borders) are worn only on the blouse. Large chevrons (bright blue with silver borders) are worn on long-sleeved shirts. Small chevrons (bright blue with silver borders) are worn on short-sleeved shirts.

Sergeant uniforms have sleeve chevrons of three stripes, centered 6" below the shoulder seam.

Sergeant Major uniforms have four additional stripes (rockers) below the chevrons and a star in the center.

First Sergeant uniforms have three additional stripes (rockers) below the chevrons and a diamond in the center.

Corporal uniforms have sleeve chevrons of two stripes, centered 6" below the shoulder seam.

Police Officer First Class uniforms have sleeve chevrons of one stripe, centered 6" below the shoulder seam.

Police Officer (Private) uniforms have no rank insignia.

Outer Garments

NCOs shall use brass or brass-colored rank insignia pinned to the ends of the epaulets of

the winter jacket, intermediate jacket, or pullover sweater.

Officers who currently have stripes sewn on outer garments may wear them until they are no longer serviceable. Chevrons and metallic rank insignia shall not be worn on the same garment simultaneously.

Service Stripes

One service stripe for each three years of completed service shall be worn on the left sleeve of the NCO dress blouse, ½" above the blue stripe.

15. Jewelry

Employees are prohibited from wearing body-piercing jewelry that would be visible to the public when on duty. This includes any jewelry that is worn as the result of piercing of the tongue, eyebrow, face, or any other portion of the head or facial area.

Off-duty employees are prohibited from wearing any body-piercing jewelry that would be visible to the public when operating a Departmental vehicle.

Earrings

Employees may wear one earring per ear, centered on the earlobe, whenever in uniform or operating a Departmental vehicle. Earrings shall be a symmetrically matched set, shall not extend beyond the earlobe, and shall be of a conservative design.

Rings

Any ring worn by any employee shall be of the type that fits on only one finger.

In uniform, one ring per hand is authorized. A wedding ring/engagement ring combination counts as one ring.

Necklaces & Bracelets

Necklaces or bracelets worn by uniformed employees shall not be visible, except medic-alert necklaces or bracelets.

16. Glasses

The following are prohibited when wearing eyeglasses or sunglasses in uniform:

- Straps, except plain black straps that secure the glasses to the face and have no slack
- Eccentric or faddish styles or frames

17. Grooming Regulations

The provisions of this section apply to:

- All uniformed employees, except as noted
- Any employee operating a Departmental vehicle

Off-duty employees operating a Departmental vehicle shall present a professional image.

Hair

Officers shall conform to the following:

- Hair shall be clean and neatly groomed
- Extreme hairstyles, for instance, hairstyles referred to as "Mohawks" (with a narrow center strip and usually upright hair, and with the sides of the head shaved), are prohibited
- Hair coloring shall not be extreme or unnatural (e.g., dyed purple, green, blue, pink, or fluorescent colors)

- Hairstyles shall not interfere with the ability for employees to wear any headgear or other Department-issued equipment correctly and appropriately
- Ornamental hair accessories are prohibited
- Hairstyles that potentially impede an employee's ability to see or hear, or that present any other safety or health hazards are not permitted under any circumstances

Hairstyles shall be arranged in a manner which prevents any hair from extending below the top edge of the shirt collar.

Braids, twists, cultivated locks, or cornrows and other similar hairstyles must be styled to conform to grooming guidelines described herein. Beads or any decorative items shall not be braided into the hair.

When an officer makes a reasonable attempt to comply with this subsection, but some hair still touches or extends slightly beyond the top edge of the collar, the officer may be in compliance. The Chief of Police shall make the final determination regarding compliance with this General Order.

Wigs

Wigs or hairpieces shall conform to hair regulations.

Sideburns

Sideburns shall be neatly trimmed. They shall not extend below the bottom of the earlobe; they shall be of even width (not flared) and end with a clean-shaven horizontal line.

Beards

The wearing of beards is authorized. Beards must be worn as a full profile, with a maximum hair length of ¼ inch. A full profile beard is defined as allowing hair to grow fully on the cheeks, jaw, lip, and chin.

The wearing of goatees is authorized. A goatee is defined as facial hair grown exclusively on the chin, with the option of including a connected mustache. Goatees must be neatly groomed, with a maximum hair length of ¼ inch.

The following styles of facial hair are prohibited:

- Chin Strap Style
- Horseshoe
- Mutton Chops

Mustaches

A neatly trimmed mustache is permissible. Mustache hair shall not extend more than ¼" below or beyond the line of the wearer's upper lip. The length of mustache hair shall not exceed ½".

Fingernails

All employees may wear colored nail polish in neutral tones.

Fingernails shall not extend more than ¼" beyond the fingertips and no objects shall be affixed. Fingernails shall be kept clean at all times.

Cosmetics

Cosmetics shall be applied in good taste so colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are prohibited.

Body Art

Body art, including but limited to tattoos, piercings, and modifications, may be permitted but is prohibited from being displayed on the face, ears, or head. Tattoos may be visible on the hands and on the neck above the collar, with prohibitions. Officers who choose to have visible tattoos may have their tattoos reviewed by the Uniform Committee at any time.

Tattoos with images, words, and symbols that are racist, vulgar, sexist, anti-social, gang-related, or represent criminal or historically oppressive organizations, or extremist groups are prohibited.

This regulation does not prohibit cosmetic tattooing to correct medical conditions requiring such treatment.

Visible facial piercings, including but not limited to the eyebrow, tongue, cheeks, and lips, are not permitted. Nose piercings are permitted only if limited to a single colorless stud no larger than 2mm in diameter. The stud must fit snugly against the nose and shall not interfere with officer safety, the performance of duties, or the proper use of safety or protective equipment.

Teeth

Teeth, whether natural, capped or veneer, will not be ornamented with designs, jewels, initials, or other decorations. Officers are prohibited from wearing dental ornamentation whenever in uniform or operating a Departmental vehicle.

18. Uniform Committee

The Chief of Police appoints the Uniform Committee Chair. The committee is, at minimum, comprised of:

- Bureau of Patrol NCO, the rank of Corporal or below
- Commissioned Officers
- FOP 89 representative
- PCEA representative
- Planning and Research Division Representative
- Office of Secondary Employment Representative

Any employee may submit suggestions regarding uniform regulations to the Chair through any committee member. Committee recommendations are transmitted to the Chief of Police.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- Commission on Accreditation for Law Enforcement Agencies, Standards 22.1.6 & 26.1.1

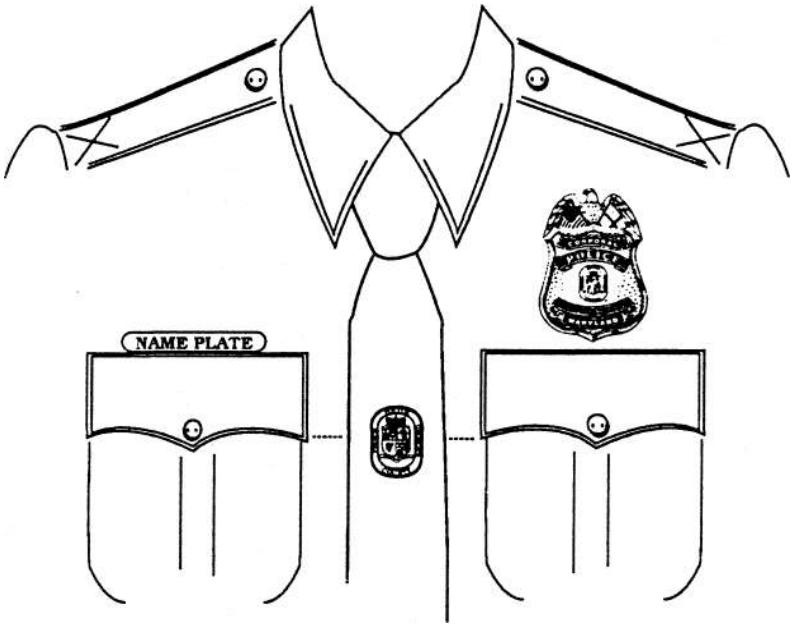
Governing Legislation:

- Maryland State Government, Annotated Code §20-101-2020 (Crown Act)
- Maryland Public Safety Article §3-207(p) and (q)
- Maryland Public Safety Article §3-535 and §3-536, which allows for civil offense punishment
- Maryland Police & Correctional Training Commissions – Police Training & Standards Commission Uniform Policy for Face Coverings and Identification Model Policy

Reference:

- Negotiated Labor Agreements
- Bike Patrol Standard Operating Procedure
- Administrative Procedure #255

Basic Uniform Shirt & Accoutrements



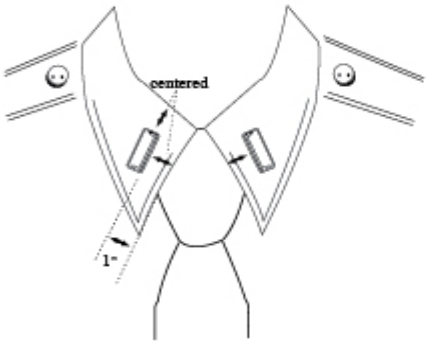
NAME PLATE: Worn with bottom edge against top of shirt pocket flap and centered above the flap.

TIE DEVICE: Worn centered on the tie at a point centered on the horizontal line formed by an extension of the tips of the shirt pocket flaps.

Rank Devices - Commissioned Officers Shirts

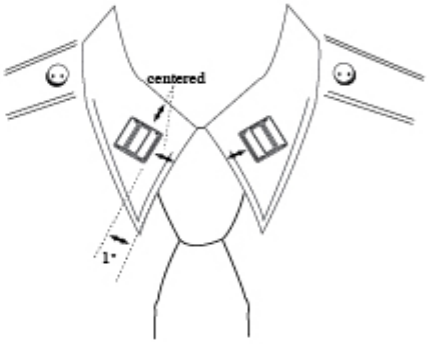
Lieutenant

Device centered parallel to collar edge



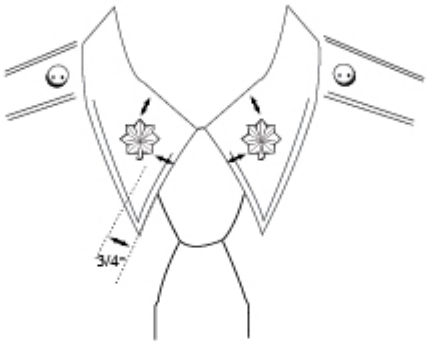
Captain

Device centered parallel to collar edge



Major

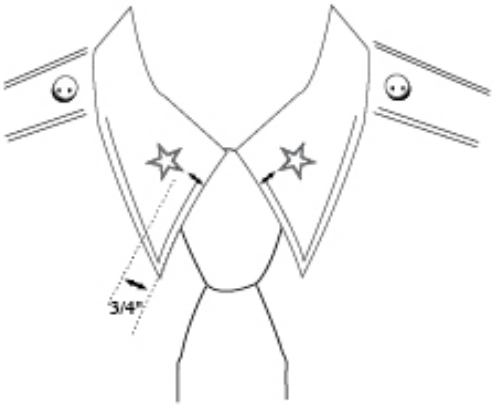
Device centered on collar with stem toward collar point



Rank Devices - Commissioned Officers Shirts

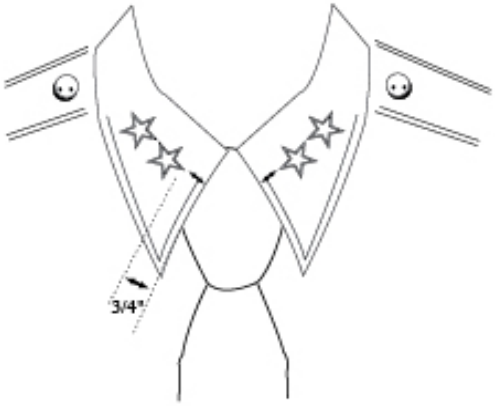
Assistant Deputy Chief

Device centered on collar with wings parallel to top collar edge



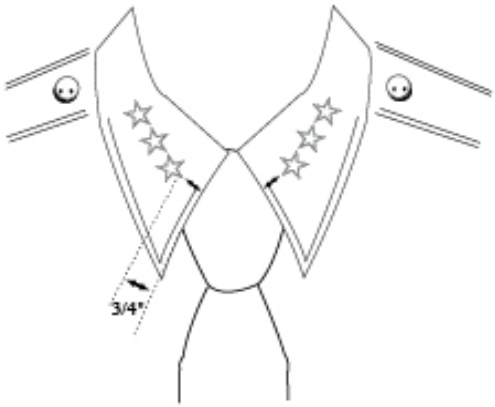
Deputy Chief

Device centered on collar with wings parallel to top collar edge



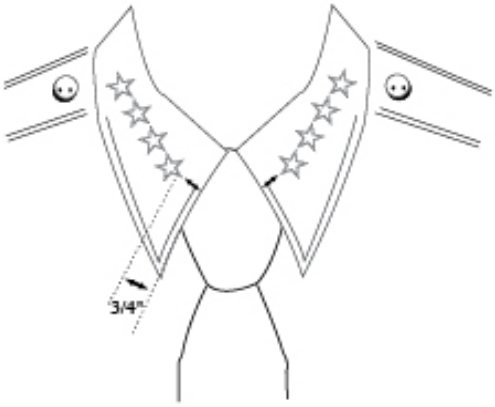
Assistant Chief

Device centered on collar with stars parallel to top collar edge

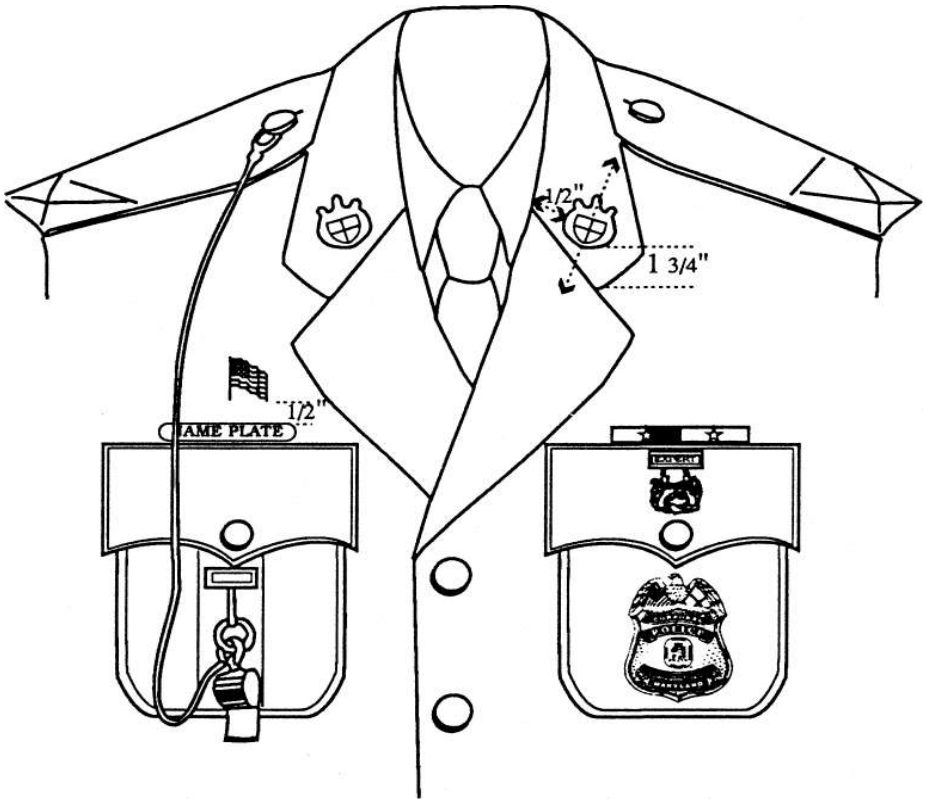


Chief of Police

Device centered on collar with stars parallel to top collar edge



Blouse & Accoutrements



NAME PLATE: Worn with bottom edge against top of shirt pocket flap and centered above the flap.

WHISTLE AND CORD: Worn as shown.

WHISTLE HOOK: Worn 1/4" and centered below the center point of the right pocket flap.

MARKSMANSHIP MEDAL: Worn centered 1/4" and centered below the top of the left pocket flap.

AWARDS: Worn above the left pocket ***See*: VOLUME I, CHAPTER 9. DEPARTMENTAL AWARDS.**

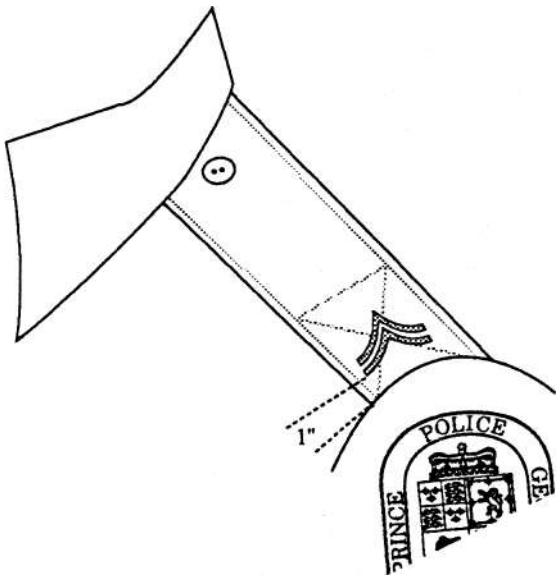
COLLAR ORNAMENT WITH STATE SEAL: Aligned as shown: Inside edge 1/2" from inside collar edge, and outside bottom edge closest to top collar point is 1 3/4" from the point.

Commissioned Officers
Winter Jacket, Sweater, & Blouse



Rank devices for commissioned officers shall be worn centered on the epaulet, with the edge of the device one inch from the end of the epaulet.

Non-Commissioned Officers
Winter Jacket & Sweater



Rank devices shall be worn on the epaulets of the winter jacket and pullover sweater. The devices shall be worn centered on the epaulet, with the edge of the device one inch from the end of the epaulet.

Rank devices are those approved for wear by the following U.S. Army ranks:



Police Rank: Police Officer First Class

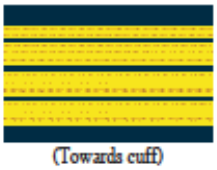


Police Rank: Corporal



Police Rank: Sergeant

Command Rank Insignia

Rank	Collar Brass	Sleeve Braid	Detail
Lieutenant			1 ½ Inch Braid
First Lieutenant			1 ½ Inch Braid
Captain			2 ½ Inch Braids
Major			2 ½ Inch Braids 1 ¼ Inch Braid
Assistant Deputy Chief			3 ½ Inch Braids
Deputy Chief		(Towards shoulder)  (Towards cuff)	3 ½ Inch Braids 1 1/4 Inch Braid
Assistant Chief			4 ½ Inch Braids
Chief			5 ½ Inch Braids



Police Rank: Sergeant Major
Most Senior Sergeant with at least 30 Years of Continuous Service



Police Rank: First Sergeant
30 Years of Continuous Service



Police Rank: Master Corporal
Most Senior Corporal with at least 30 Years of Continuous Service



Police Rank: Senior Corporal
30 Years of Continuous Service



Inaugural Badge
Example Only, may vary



Breast Cancer Awareness Badge
Available in Gold or Silver



Pride Badge



Autism Awareness Badge



Mourning Badge

37. U-VISA CERTIFICATIONS
(July 2019)

I. POLICY

This sets forth the Department's policy on U-Visa certifications under the Victims of Trafficking and Violence Prevention Act. The U-Visa was developed by Congress to give law enforcement a tool in detecting, investigating, and prosecuting crimes against non-immigrants.

The U-Visa is a benefit to non-immigrants who are victims of a qualified crime and are assisting or have assisted law enforcement, or are likely to be helpful in the investigation of that crime. The U-Visa give non-immigrants a temporary visa to remain in the U.S. for up to 4 years, and non-immigrants can apply for permanent residency after 3 years.

II. CHECKLIST (N/A)

III. DEFINITIONS (N/A)

IV. FORMS (N/A)

- USCIS Form I-918B, Non-immigrant Status Certification Form

V. PROCEDURES

1. Eligibility

To be eligible for a U-Visa certification, a person must show that they were a victim of a qualifying crime, has specific knowledge and details of the crime, and has been, is being, or is likely to be helpful to law enforcement in the detection, investigation, or prosecution of the crime.

Eligible applicants include:

- The victim of the crime
- If the victim is under the age of 16 or is unable to provide information because of disability, a parent, guardian or next-of-kin may give the information on the victim's behalf

2. Qualifying Crimes

The crime must occur in Prince George's County for PGPD to provide certification

Qualifying crimes include the listed crimes, as well as conspiracy, or attempts to commit any of the listed related crimes:

- Abduction
- Abusive sexual contact
- Blackmail
- Domestic Violence
- Extortion
- False imprisonment
- Felony Assault
- Female Genital Mutilation
- Being Held Hostage
- Incest
- Involuntary Servitude
- Kidnapping
- Manslaughter
- Rape
- Murder
- Obstruction of Justice
- Peonage
- Perjury
- Prostitution
- Sexual Assault
- Sexual Exploitation
- Slave Trade
- Torture
- Trafficking
- Witness Tampering
- Unlawful Criminal Restraint

3. Duty to Remain Helpful

Helpfulness means the victim was or is assisting law enforcement in the investigation or prosecution of the crime. The victim must provide assistance when reasonably requested. The victim has an ongoing responsibility to be helpful. Unreasonable refusal of assistance will disqualify the victim from a U-Visa. Duty to remain helpful remains after the U-Visa is granted and can be revoked if the victim does not remain helpful.

4. Certification

The Chief of Police has authority to sign certification or delegate that authority. The certification can be initiated through PGPD or the victim of the crime themselves. The Chief of Police or their designee is not required to certify a U-Visa for a qualified non-immigrant if anything during the certification process lead the Chief of Police or their designee to believe that the non-immigrant has not been completely truthful, has open warrants, or prior convictions. The Chief of Police or their designee also has the authority to revoke a U-Visa at any time if the non-immigrant does not fulfill their duty to remain helpful.

PGPD will only provide certifications for crimes that have not gone to trial. If a crime has gone to trial the applicant will need to contact the Prince George's County State's Attorney's Office for a U-Visa certification. A current investigation, prosecution or filing of charges is not required for U-Visa certification. Additionally, a certification can be signed even if the case is closed. There is no statute of limitations for U-Visa certifications.

All inquiries regarding U-Visas will be forwarded to Office of the Chief via the chain of command.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- US Department of Homeland Security, U-Visa Law Enforcement Certification Resource Guide available at https://www.dhs.gov/publication/u-visa-law-enforcement-certification-resource-guide

38. BIAS-FREE POLICING
(October 2026)

I. POLICY

The purpose of this Bias-Free Policing Policy is to reaffirm the Prince George's County Police Department's commitment to fair, impartial, and bias-free policing.

The Department is dedicated to delivering police services in an equitable and respectful manner that promotes community engagement and strengthens public confidence. Therefore, all employees are expected to treat every member of the Prince George's community with courtesy, professionalism, and respect, and to refrain from using harassing, intimidating, derogatory, or profane language.

Violations of this policy shall result in discipline, retraining, counseling or other remedial intervention as appropriate to the violation.

II. CHECKLIST (N/A)

III. DEFINITIONS

Affected Personnel: For purposes of this general order, sworn officers and civilian staff who have routine contact with the public

Bias Policing: The inappropriate reliance on a person's race, ethnicity, gender, sexual orientation, or other group characteristics as the sole or primary factor for law enforcement action, rather than on individual behavior or evidence

Discernable Personal Characteristics: Traits of an individual that are capable of being noticed, perceived, or identified through observation, which includes:

- Age
- Disability status
- Economic status
- Familial status
- Gender
- Gender identity
- Homelessness
- Mental Illness
- National origin
- Political ideology
- Race, ethnicity, or color
- Religion
- Sexual orientation
- Social Status
- Veteran status

IV. FORMS (N/A)

V. PROCEDURES

1. Bias-Free
(CALEA 1.2.9.a)

Department employees shall not engage in bias-based policing. Biased policing is not acceptable under the mission or values of the Department. Biased policing undermines legitimate law enforcement efforts, alienates community members, and fosters community distrust.

No individual shall be subject to any police action based on discernible personal characteristics.

2. Limited Circumstances

Only under limited circumstances should discernable personal characteristics be a factor in decisions, processes, or police actions. Limited circumstances may include the following but are not limited to:

Investigatory Purposes

- While conducting investigations
- To determine reasonable suspicion or probable cause, except as part of a subject description

Discernible personal characteristics may be considered for investigative purposes when establishing reasonable suspicion or probable cause. Such characteristics may only be used when they are part of a specific suspect description and when credible, timely intelligence relevant to the locality links that individual to a particular unlawful incident or to identifiable criminal patterns or schemes.

Officers must articulate specific facts and circumstances that support their use of such characteristics in establishing reasonable suspicion or probable cause.

Community Programs, Activities and Services

When taking part in developing activities designed to strengthen its relationship with the County's diverse communities or partnering with programs that provide services for individuals the Department may consider certain discernible personal characteristics and behaviors (e.g., behavioral crisis, homelessness, addiction, etc.).

3. Prohibitions

Department employees shall not express verbally, in writing, or by other gestures any prejudice or derogatory comments concerning discernible personal characteristics.

4. Retaliation

No employee shall retaliate against any person who, in good faith, initiates or provides information or testimony related to an investigation, prosecution, litigation, or hearings related to the Department or its employees, regardless of the context in which the allegation is made, or because of such person's participation in the complaint process as a victim, witness, investigator, decision-maker or reviewer.

5. Violations

Duty to Report

Department employees who have observed or are aware of others who have engaged in bias-based policing have a duty to report such incidents to a Supervisor, providing all information known to them, before the end of the shift during which they made the observation or became aware of the incident.

Supervisor's Responsibilities

Supervisors, Commanders and Managers shall ensure that all personnel in their command are familiar with the content of this policy. Additionally, they have an obligation to ensure the timely and complete review and documentation of all allegations of violation of this policy that are referred to them or of which they should reasonably be aware.

Violations subject to discipline

Violations of this policy will not be tolerated.

- Department employees who engage in, ignore, or condone bias-based policing will be subject to discipline

- Supervisors, Commanders, and Managers who fail to respond to, document, and review allegations of bias-based policing will be subject to discipline.

6. Training and Compliance

(CALEA 1.2.9.b, c, & d)

The Training and Education Division (TED) will coordinate:

- Initial training on unlawful and improper bias to all affected employees
- Annual refresher training on bias-related issues, including legal aspects for all affected employees
- Re-training on unlawful/improper bias for all units or officers when requested by the Chief of Police

7. Annual Reviews

(CALEA 1.2.9.b, c, & d)

Administrative Review

A documented annual administrative review of activities with potential for bias will be conducted by the Office of Integrity, Compliance and Police Accountability. The review should include, but is not limited to the following:

- Traffic and field contacts
- Asset forfeiture efforts
- Citizen complaints

The administrative review will include any corrective measures taken, if applicable.

Written Directive Review

A documented annual review of the Department's written directives related to unlawful or improper bias in public safety shall be conducted by the Planning and Research Division.

VI. GOVERNING LEGISLATION & REFERENCE

- For additional details ***See:*** **VOLUME I, CHAPTER 32, PROTOCOL**

39. TRAVEL PROCEDURES
(June 2025)

I. POLICY

The Department is committed to covering travel expenses that are necessary for official business, in accordance with Department and County regulations. Typically, these expenses may include transportation, lodging, and meals.

Travel enables the Department to provide employee training and to facilitate activities outside the County, such as criminal investigations and prisoner transport.

To ensure accurate reimbursement and prompt processing of travel requests and expenses, all requests must be submitted in a timely manner. Adequate time is required for the processing of these requests.

II. CHECKLIST (N/A)

III. DEFINITIONS

Local Travel: Travel within a 50-mile radius of 14741 Governor Oden Bowie Drive, Upper Marlboro, MD

Per Diem: Allowances for lodging, meal, and incidental costs while on official County travel

IV. FORMS

- Travel Request (PGC Form #109)
- Inter-Office Travel Memorandum
- Expense Reimbursement Request (PGC Form #108)
- Training Commitment Form

V. PROCEDURES

1. Travel

For the application process for Training ***See*: VOLUME I, CHAPTER 35. TRAINING AND EDUCATION, 20. External Training**

Any employee seeking to participate in work-related travel, that requires County or grant funding, must submit a request packet at least 60 days in advance. The request packet should include:

- The Travel Request Form with detailed information regarding the travel (i.e., brochures, agenda, itinerary, and costs and/or per diem regarding the training,
- The Inter-Office Travel Memorandum
- A memorandum, prepared by the requesting employee, from the Chief of Police to the County Public Safety Director justifying the costs associated with the travel
- An electronic copy of the above-referenced memorandum
- Training Commitment form, if applicable

The completed packet will be forwarded through the employee's chain of command to their Deputy Chief or Executive Manager, who will then forward it to the Chief of Police. The Chief's Office will send the packet to the Fiscal Management Division (FMD). If the travel is for training, a copy of the packet will also be sent to the Commander, TED.

County or grant-funded travel requests are authorized by the Deputy Chief Administrative Officer (DCAO). Training requests exceeding $999.99 require approval from the Office of Human Resource Management before being submitted to the

DCAO. Once the Chief of Police approves the travel request, it will be sent back to FMD for processing before being forwarded to the Office of Management and Budget (OMB).

Fiscal Management Division Responsibilities

If the Chief of Police's approval is received at least 60 days before the training date, FMD will secure advance travel funds for the employee and contact them to finalize travel arrangements. The employee must confirm their travel plans with FMD within 48 hours of receiving approval. Failure to do so may result in the forfeiture of the travel and any expenses already paid.

Adequate processing time is crucial to secure advance travel funds. If the 60-day timeframe cannot be met, the employee will be reimbursed for expenses approved by OMB upon submission of original receipts and completion of the required forms.

For travel costs under $50 per person, the employee is responsible for paying expenses in advance, obtaining receipts, and requesting reimbursement from FMD.

Disbursement of advanced or reimbursed funds will be carried out in accordance with Department and County regulations. Travel advances will not be issued more than 15 days before the start of travel, and per diem will be paid according to Prince George's County Administrative Procedure #640.

Within 10 days of returning from training funded by County or grant resources, the employee must report to FMD to reconcile the Travel Request and Expense Reimbursement Request forms. The employee must provide original receipts for all expenses, including a detailed hotel bill (whether prepaid or not). Receipts are not required for registration or meal fees paid in advance by the County's Office of Finance.

2. Travel for Prisoner Extradition or Investigation Outside of Local Travel

Due to the urgency of travel for extradition investigations outside of local travel, FMD is unable to provide funds in advance. The employee will be reimbursed for authorized expenditures upon submission of original receipts and completion of appropriate forms.

3. Local Travel

Reimbursements for local travel generally cover mileage, mass transit fares, tolls, and parking. No advances will be authorized for local travel.

Local travel costs exclude reimbursement for commuting between home and work or overnight lodging.

4. Mode of Transportation

Employees shall consider time and cost when determining the most effective mode of transportation. Employees will use "economy" or basic fares for travel.

Departmental vehicles may be used for travel outside of the County with prior authorization. ***See*: VOLUME I, CHAPTER 10. DEPARTMENTAL VEHICLES**

5. Ineligible Travel Expenses

The following expenses are not eligible for reimbursement, may include, but are not limited to:

- Alcoholic beverages
- Gifts or donations
- Airline upgrades

- Recreational, entertainment, or therapeutic expenses
- Fees for excess or overweight baggage for the personal belongings of the traveler that are unrelated to the transport of official business materials.

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

References:

- Administrative Procedure #640

40. OUT-OF-COUNTY TAKE-HOME CAR PROGRAM

(July 2026)

I. POLICY

It is the policy of the Prince George's County Police Department to grant designated employees, who reside outside certain perimeters of the County, the opportunity to take Departmental vehicles home for greater efficiency and enhanced operational readiness.

Each participating employee who is assigned a Departmental vehicle must exercise integrity and professionalism and operate in strict compliance with this policy.

As it pertains to this policy, Departmental vehicles may not be driven outside of the county without prior authorization as defined within this policy. Sworn personnel operating departmental vehicles must be armed in accordance with the law and in possession of a departmental authorized firearm.

All applicable provisions of the Maryland Transportation Article and Departmental directives shall be obeyed, **(*See:* VOLUME I, CHAPTER 10. DEPARTMENTAL VEHICLES).**

II. CHECKLIST (N/A)

III. DEFINITIONS

Authorized Parking Area: The address of the employee's primary residence, on file with the Police Personnel Division

Designated Area: Within 30 Nautical Miles that extend from the County line in all directions

Emergency: Refers to circumstances where law enforcement reasonably believes that immediate action is necessary to protect life and prevent serious injury of a person from actual or threatened harm. When occurring outside the State of Maryland, traffic offenses are excluded

Out-of-County Take-Home Vehicle: A County-owned or leased vehicle assigned to a specific employee for use in traveling between the employee's out-of-county residence and the employee's work location

IV. FORMS

- Out-of-County Take-Home Car Program Participation Request Form
- Vehicle Inspection Sheet (PGC Form #396)

V. PROCEDURES

Out-of-County Take-Home vehicles may be assigned, subject to availability and at the discretion of the Chief of Police or their designee, to sworn personnel at the rank of Lieutenant or below, as well as to other designated positions for which a vehicle assignment is required.

1. General Provisions

The Out-of-County Take-Home Car Program will be administered at the discretion of the Chief of Police, or the County, and based on operational need and the availability of Departmental vehicles. The Program can be rescinded or modified at any time.

The Out-of-County Take-Home Car Program Participation Request Form must be submitted and approved through the chain of command to the Chief of Police or their designee.

The Out-of-County Take-Home Car Program Participation Request Form must be completed for all Out-of-County Take-Home cars including duty assignments that regularly allow an Out-of-County Take-Home car (e.g. on-call units, canine). These assignments may, at the discretion of the Chief of Police or their designee receive a waiver of exemption for the bi-weekly payment. Every officer who receives an exemption will be notified through the approval process and their chain of command will also be notified.

If approved, the address of the employee's primary residence must be the same address on file with the Police Personnel Division, and all required documents and training requirements for eligibility must be met.

Probationary employees will only be eligible to apply to participate in the Out-of-County Take-Home Car program once they are released from the FTO program and assigned a Departmental vehicle.

The use of Out-of-County Take-Home vehicles is a discretionary privilege rather than an employee right. The department reserves the right to change or discontinue this assignment at any time.

Employees that have been temporarily or permanently removed from the Personal Car Program will not be eligible for the Out-of-County Take-Home Car Program until they have been reinstated, reapplied and are approved to participate in the program. Information concerning the Personal Car Program, ***(See:*** **VOLUME I, CHAPTER 10. DEPARTMENTAL VEHICLES).**

2. Change of Address

When a participating employee changes their primary residence, they shall provide notification through their chain of command to the Chief of Police, or their designee, prior to relocating the assigned vehicle to the new address.

Relocation within Prince George's County

Employees who relocate to the County shall send notification through their chain of command to the Chief of Police or their designee, advising that they will no longer be participating in the Out-of-County Take-Home Car Program.

Relocation outside of Prince George's County

Employees who relocate outside of the County shall submit a new Out-of-County Take-Home Car Program Participation Request Form. Employees will not take their vehicles outside of the county until they have changed their address and received approval to participate in the Out-of-County Take-Home Car Program.

3. Revocation of Privilege

The Chief of Police or their designee may, at any time, suspend or revoke an employee's Out-of- County Take-Home car privilege for reasons including, but not limited to:

- Failure to comply with maintenance protocols
- Dangerous, reckless, or negligent operation of a Departmental vehicle
- Disciplinary actions
- Failure to pay tolls (E-Z Pass)

4. Conditions of Use

All participants of the Out-of-County Take-Home Car Program will be assessed a bi-weekly fee of $75.00. The Chief of Police or their designee may grant allowance for exigent circumstances such as military deployment, serious illness, or reassignment.

The $75 bi-weekly payment will be prorated and returned to officers at the end of the year when:

- The cruiser is out of service for maintenance in excess of two weeks
- The officer is on an alternate duty status

Employees operating Out-of-County Take-Home vehicles shall comply with all applicable traffic laws and Departmental policies regarding vehicle operation. Vehicles shall be kept clean, properly maintained, and presentable for official business, **(*See:* Section 7.).**

Any deviation from this policy may result in disciplinary action and/or the employee being removed from the program, as determined by the Chief of Police or their designee.

5. Vehicle Permissions and Prohibitions

Employees who are enrolled in the Out-of-County Take-Home Car Program, may only use their County vehicle to travel to and from their primary residence and their work assignment by the most direct route.

Permissions

Includes:

- Authorized overtime assignments
- Authorized training assignments
- Official related court appearances
- Participation in PGPD sponsored events
- Approved secondary employment within Prince George's County

Prohibitions

When operating Departmental vehicles outside the county, employees shall not activate their vehicle's cruise lights while traveling to or from their primary residence.

Personal off-duty use of the County vehicle is prohibited. Departmental vehicles shall not be used for transportation while on vacation or personal leave.

Pool Vehicles

Pool vehicles shall not, under any circumstances, be taken to an employee's primary residence when their Departmental vehicle is unavailable.

Leave

When an employee takes leave for more than 30 days, their Supervisor shall ensure that the employee's assigned vehicle is transported to the Automotive Services Unit for storage.

Employees who are on disability leave, no-duty status, or light-duty are prohibited from operating departmental vehicles.

6. Securing Vehicle & Equipment

Vehicles shall be properly secured when not in use or when the employee is not in proximity.

Firearms, ammunition, and all other Department-issued equipment shall be properly secured and stored in accordance with Departmental policies when the vehicle

is unattended, ***See:*** **(VOLUME II, CHAPTER 59. WEAPONS, Section 7. Firearms).**

7. Fuel Maintenance and Care

Employees are responsible for ensuring that their assigned vehicles receive maintenance. Proper engine fluid levels must be verified at least once a week, and more often for vehicles used for patrol.

Employees shall ensure that their assigned vehicles are scheduled to receive preventative maintenance as required by the Office of Central Services.

Fuel for Out-of-County Take-Home vehicles shall be obtained from authorized Department fueling sites, except in emergency situations where commercial fueling may be necessary.

8. Documenting and Reporting

Any incidents that involve a pursuit, violation of policies or laws, or damage to the vehicle, shall be immediately reported to the employee's Supervisor and documented in accordance with Departmental procedures. If the employee is not able to reach their Supervisor, an on-duty Supervisor shall be contacted.

9. Off-Duty Response and Conduct

Out-of-Jurisdiction Response

Employees operating Out-of-County Take-Home vehicles may only respond to incidents or provide assistance outside of the County under specific circumstances, such as:

- Immediate threats to life or public safety
- In fresh pursuit of a fleeing suspect, in cases where the pursuit was approved by a PGPD Shift Commander
- Mutual aid request from allied agencies
- Rendering assistance to officers from other agencies in dangerous/hazardous situations
- Authorization by Supervisory personnel

Employees are prohibited from enforcing Maryland vehicle law and taking any police action while operating a Departmental vehicle outside of the County unless an emergency exists.

Employees shall make immediate notification to the primary jurisdiction any time police action is taken while commuting to or from work as a part of the Out-of-County Take-Home Car program. Additionally, employees shall notify their Supervisor, or an on-duty Supervisor as soon as it is practical, but no later than immediately following the conclusion of the incident.

When traveling outside the State of Maryland, employees are prohibited from engaging in or taking law enforcement action. Officers should notify the local law enforcement agency when traffic violations are observed that may result in serious injury or loss of life.

Employees shall notify the appropriate local law enforcement agency and Prince George's County Public Safety Communications when responding to incidents outside of the County, **(*See*: VOLUME II, CHAPTER 15. CONCURRENT JURISDICTION, MUTUAL AID AGREEMENTS, & EXTRA-JURISDICTIONAL INCIDENTS, Section 11. Extra-Jurisdictional Incidents Outside the County).**

10. Policy Exemptions and Exceptions

Employees authorized for on-call status are not required to remain within the designated area while on call. Such employees shall adhere to all provisions outlined in the unit's Standard Operating Procedure governing on-call assignments.

Exemptions or exceptions to the Out-of-County Take-Home Car Program may be granted by the Chief of Police, or their designee, on a case-by-case basis when justified by specific operational needs or circumstances.

All exemptions or exceptions shall be documented in writing and shall include the justification, duration, and any conditions or restrictions imposed.

Periodic reviews shall be conducted to assess the continued necessity and appropriateness of all active exemptions or exceptions.

11. E-Z Pass Transponders

Officers participating in the Out-of-County Take-Home Car Program are required to have an E-Z Pass transponder visibly mounted within their assigned vehicle. The transponders shall be permanently affixed to the top center of the front windshield near the passenger side of the rearview mirror. Employees shall not remove a transponder from their assigned Departmental vehicle without permission from the Automotive Services Unit.

Transponders allow Departmental vehicles to access Maryland toll roads without incurring tolls or fees. However, travel outside of Maryland may result in toll charges. The employee assigned to the Departmental vehicle at the time the toll is incurred is responsible for all out-of-state travel costs, regardless of duty status.

The use of Departmental transponders in privately owned vehicles is strictly prohibited and constitutes theft of services, **(*See*: VOLUME I CHAPTER 10. DEPARTMENTAL VEHICLES Section 7. Tolls and Fees).**

VI. GOVERNING LEGISLATION & REFERENCE

N/A